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ABSTRACT

Prepared for use by teachers, guidance counselors, administrators, and career education personnel, this source book is designed to stimulate ideas for program planning, to help them become acquainted with the kinds of activities other schools have found to be successful, to provide personnel from other school districts to contact who have worked on career education, and to give recognition to some educators who have demonstrated that career education works. The source book is divided into five chapters based on the appropriate grade level for each activity. Each activity includes the following sections whenever appropriate: career concept; subject area; grade level; audience; materials needed; products; location; program manager; staff needed; time: planning; time: implementation; cost: start up; cost: ongoing; summary; for more information; locations of similar activities; and cross references. (LRA)

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SOURCEBOOK OF CAREER EDUCATION PRACTICES IN CONNECTICUT

CE 024 554

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Sourcebook of Career Education Practices in Connecticut

Prepared for the Connecticut
State Department of Education

by

Kathryn Backus Smith

Area Cooperative Educational Services
New Haven, Connecticut

Under the Direction of

Dr. Saul H. Dulberg

State Coordinator of Career Education

1980

Forward

This Sourcebook was developed to assist Connecticut educators in planning Career Education activities through an awareness of what other Career educators across the state have found to be successful. This is intended to present a representative sample of Connecticut's Career Education activities and should not be viewed as a comprehensive document.

Acknowledgement is given to all of the school personnel who were willing to share their ideas and accomplishments and the following Regional Education Service Centers, Career Education personnel who assisted in collecting the information:

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Kathryn Backus Smith
Director, Career Education
Services Center
Area Cooperative Educational
Services

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Introduction

This document was designed to be used by teachers, guidance counselors, administrators, and Career Education personnel in several ways: to stimulate ideas for program planning, to become acquainted with the kinds of activities other schools have found to be successful, to have personnel from other school districts to contact who have worked on Career Education, and to give recognition to some educators who have worked very hard to show that Career Education works. Each activity included was submitted for inclusion by the school district personnel. Every effort was made to include each activity or to mention each in some way.

The sourcebook is divided into chapters based on the appropriate grade level for each activity. Those activities which cover more than one grade level group will be found repeated in each appropriate chapter. For instance, since "Working Together, Growing Together" is a K-6 activity it is found in both the Primary chapter and the Intermediate chapter so that those who may use the sourcebook by the grade level chapter will not miss activities that are multi-level.

Each activity includes the following information whenever appropriate:

Career Concept - a phrase that most closely describes the major intent of the activity
Subject Area - one or more school subjects that are addressed in the activity
Grade Level - the appropriate grade levels of participants
Audience - the specific groups who are addressed in the activity
Materials Needed - a list of materials - as specific as possible - essential to initiating the activity
Products - a list of items that resulted from the activity which are appropriate to share with other educators
Location - the school and school system where the activity took place
Program Manager - name(s) of those directly in charge of carrying out the activity
Staff Needed - numbers and job titles of personnel essential to accomplishing the activity
Time - Planning - time needed to prepare for the activity
Time - Implementation - time required to complete the activity
Cost - Start-up - funds necessary to begin the activity
Cost - On-going - funds required to keep the activity operational

Summary - a brief description of the purpose, procedure and outcome of the activity

For More Information - a person to contact who will provide additional details concerning the activity

Locations of Similar Activities - names of school districts who submitted activities similar to the one described

Cross References - a list of the key words describing the activity to let the user know which headings similar activities will be listed under in the Cross References section

Since this sourcebook could not be comprehensive in its first printing, any Connecticut educators who would like to share their Career Education activities are encouraged to submit a description of their work to the Office of Career Education, Connecticut State Department of Education Box 2219, Hartford, Connecticut 06115.

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Meet Me at the Career Fair

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 1-2

Audience Children and Parents

Materials Needed Speakers

Products None

Location Bethlehem Elementary Sch. Bethlehem, CT

Program Manager Mrs. Poole, & Mrs. Thorsen

Staff Needed Teachers

Time - Planning 2 Hours

- Implementation 1/2 Day

Cost - Start-up None

-On-going None

Summary

Students and parents assembled in the auditorium to listen to representatives of various careers. Each speaker spoke for approximately 10 minutes. Afterward, each student wrote a thank you letter to two speakers of their choice.

This activity could be improved if:

1. speakers addressed smaller groups
2. students had more hands-on experiences
3. students were allowed more movement

For More Information

Mrs. Poole/Mrs. Thorsen
Bethlehem Elementary School
East Street
Bethlehem, CT 266-7506

Cross References Speakers, Career Awareness, Career Fair, Community Resources

Nobody is Perfect

Career Concept Self-Awareness

Curriculum Focus Interdisciplinary

Grade Level Kindergarten

Audience Students

Materials Needed DUSO Kit D 1
(American Guidance Service)

Products N/A

Location Flanders School
East Lyme, CT

Program Manager Barb Jacobson, Teacher

Staff Needed Teacher

Time - Planning 10 Minutes Per Day

- Implementation 10-30 Minutes Per Day

Cost - Start-up Cost of DUSO Kit

- On-going None

Summary

Children produce a puppet play using puppets to act out various emotions. For example, in one lesson, "Nobody is Perfect", puppet "Peter" thinks that one must be perfect to be liked. In a story with students talking to him, he does make a mistake and has a temper tantrum. Children help him learn to correct his mistake and assure him that he is liked, mistake or not. The exercise helps students understand aspects of their own behavior and the behavior of others.

For More Information

Ms. Barb Jacobson
Flanders School
P.O. Box 32
East Lyme, CT 06333

Cross References Self Awareness, Drama, Puppets

Farmer's Breakfast

Career Concept Career Awareness

Curriculum Focus Social Studies, Mathematics

Grade Level 2

Audience Students

Materials Needed Electric Fry Pan, Toasters, Blender, Cooking & Eating Utensils, Breakfast Foods

Products N/A

Location Sayles Elem. School Baltic, CT

Program Manager Anita Goskiewitz, Edna Guertin

Staff Needed 3 Teachers, 1 Aide, 1 Parent

Time - Planning 3-4 Weeks

- Implementation 2 Hours

Cost - Start-up 75¢ Per Meal

-On-going None

Summary

The purpose of this activity is to make children more aware of the type of farmers in the area and the foods provided from farms. As the children watched the food being prepared, a discussion ensued as to where it all came from, how it was produced, who was involved in getting food from farms to stores and then to homes, and what type of person would enjoy the life of a farmer.

For More Information

Joy Kivela
Sayles Elementary School
Route 97
Baltic, CT 06330 822-6501

Cross References Social Studies, Hands-on Experience, Consumer Skills Career Awareness

Human Development Program

Career Concept Self-Awareness

Curriculum Focus Interdisciplinary

Grade Level K-2

Audience Students, Teachers

Materials Needed Human Development Packet Published By: Human Development Training Institute, 7574 University Avenue, LaMesa, CA 92041

Products None

Location Elementary Schools Danbury, CT

Program Manager Alex Boychuck

Staff Needed Seminar Leader, Teachers K-2, Elementary Guidance Counselors

Time - Planning 4 Days

-- Implementation On-Going

Cost - Start-up $500.00

-On-going None

Summary

The Human Development Program is a developmental curricular approach to humanistic education. For this activity we introduced the model at three half-day seminars. These seminars included the following:

theory, concepts and research
group interaction exercises
demonstration of the Magic Circle
classroom implications and support systems
student participation

This program has brought about a keener self-awareness on behalf of staff and students.

For More Information

Mr. Alex Boychuck
Beaver Brook School
Beaver Brook Road
Danbury, CT 06810 797-4733

Cross References Self-Awareness, Humanistic Education, Magic Circle, Staff Development

Careers in a Bag

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 1-3

Audience Students

Materials Needed Paper Bags And Assorted Tools And Hats Representing Various Careers

Products N/A

Location Helen Street School Hamden, CT

Program Manager Ellen Thompson, Career Education Coordinator

Staff Needed Teacher

Time - Planning 1 Hour To brainstorm tools

- Implementation 45 Minutes

Cost - Start-up None

-On-going None

Summary

Various tools or hats were collected from specific occupations and placed in a bag. Students reached into the bag and withdrew a single item and identified the occupation represented. Instructions for the students were provided on cards and correlating worksheets. Students were also allowed to use the tools for playtime and role playing. This is a good activity for an "interest corner" or "learning center".

For More Information

Ellen Thompson
Hamden High School
2040 Dixwell Avenue
Hamden, CT 06514

Cross References Hands-On Experience, Career Awareness, Role Playing

Valentine Post Office

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 2

Audience Students

Materials Needed Art Supplies

Products None

Location Bethlehem Elementary Sch. Bethlehem, CT

Program Manager Janice Poole

Staff Needed Teachers, Aides

Time - Planning 2-1/2 Hours

- Implementation 1 Week

Cost - Start-up None

- On-going None

Summary

The purpose of this activity was to bring about student awareness of the postal occupations through the celebration of Valentine's Day.

The children put their valentines in envelopes and addressed each including school and room number and town. A large bin was decorated and labeled "Bethlehem School Post Office" and children placed their envelopes in a slot in the box. Each student had an opportunity during the week to deliver 10-15 valentines from this bin to the individual mail boxes which were decorated and placed in the assembly hall. On Valentine's Day the students became patrons and went to the mail boxes for their mail. Stamps for the envelopes were created out of potato prints by the class.

For More Information

Mrs. Janice Poole, Teacher
Bethlehem Elementary School
East Street
Bethlehem, CT 06751 266-7506

Cross References Career Awareness, Art, Holidays

Guess What Job I Do

Career Concept Reducing Sex Role Stereotyping

Curriculum Focus Interdisciplinary

Grade Level Kindergarten

Audience Students

Materials Needed Puppets, Hats Of Different Occupations, Games, Puzzles, Props, Cash Register, Stethescope, Filmstrips

Products N/A

Location Flanders School
East Lyme, CT

Program Manager Barb Jacobson, Teacher

Staff Needed Teacher

Time - Planning 1 Week

- Implementation 2 Weeks

Cost - Start-up Cost Of Resource Materials

- On-going None

Summary

This is a four-part lesson:

1. Go to the grocery store to observe the different roles of men and women in the meat department, or the fire station or any place in which the people wear uniforms.
2. Play "Guess What Job I Do" using occupation-related hats as props.
3. Students act out job roles; they can have puppets act out job roles or have a play.

For More Information

Ms. Barb Jacobson
Flanders School
P.O. Box 32
East Lyme, CT 06333

Cross References Sex Role Stereotyping, Field Trips, Puppets, Role Playing

Curriculum Institute

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Teachers

Materials Needed Career Education Activity Guides

Products 180-day Curriculum Packets

Location Danbury Public Schools Danbury, Ct.

Program Manager Alex Boychuck

Staff Needed 14 Faculty Coordinators

Time - Planning 4 Months

- Implementation 14 Days

Cost - Start-up $12,000

- On-going None

Summary

This two-part career education staff development effort began with a half-day orientation seminar for all teachers. From that session a group of fourteen teachers was identified to work on the second phase of the process.

A thirteen-day "curriculum institute" was held so that the teachers could prepare a 180-day curriculum activity packet for their subject area. Teachers were assisted in identifying and validating major concepts within their subject area that related to career education concepts. Strategies and activities were then identified so that teachers could reinforce how the skill is used by different workers.

For More Information

Alex Boychuck
Beaver Brook School
Beaver Brook Road
Danbury, CT 06810 797-4733

Cross References Staff Development, Infusion, Curriculum Development

Have Your CAK*E and Use It Too

Career Concept Resource Center

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Assortment Of Teacher Resources, Student Resources, AV Materials, Rolling Cart

Products "Career Awareness Kart* Elementary"

Location Wallingford Elementary Schools Wallingford, CT

Program Manager Marilyn Szymaszek, Elementary Career Education Coordinator

Staff Needed 2 Task Force Members And Coordinator In Each School

Time - Planning 4 To 6 Months

- Implementation Ongoing

Cost - Start-up $1,500 Per School

-On-going Variable

Summary

Each school was given the funds to develop a "mobile" career education resource unit. Each school has its own "Career Awareness Kart" that can easily be moved around the school.

The mobile centers will provide teachers and students with hands-on materials and resources for infusing career concepts into the curriculum. The centers will become operational during the '79-'80 school year. Because the teaching staff chose the materials directly, it is hoped that their enthusiasm for the project will continue. It is also hoped that teachers will use the materials to a greater extent if the resources are in their own classes rather than stored in a media closet.

For More Information

Marilyn Szymaszek
Pond Hill School
Pond Hill Road
Wallingford, CT. 06492

Cross References Career Resource Center, Career Awareness, Infusion

Extra! Extra!

Career Concept Infusion

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Professional And Support Staff

Materials Needed Paper For Reproduction

Products Staff Newsletter

Location Valley Regional High School Deep River, CT

Program Manager Charles T. O'Donnell

Staff Needed Coordinator

Time - Planning 1 Week

- Implementation 1 Week Each Month

Cost - Start-up None

-On-going None

Summary

Each month a newsletter is distributed to the staff in the district. It's purpose is two-fold. It contains factual career information designed for direct infusion into the day to day activities of classes at all levels. Further, it contains items designed to stimulate staff interest in the area of career education. It is by design a one-page two-sided sheet of short, hard hitting items which can be read and digested in the time it takes to finish a cup of coffee during a planning period.

For More Information

Charles T. O'Donnell
Valley Regional High School
Kelsey Hill Road
Deep River, CT 06417

Cross References Newsletter, Curriculum Development, Infusion, Staff Development

Community Resource Guide

Career Concept Community Resources

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Interview Forms

Products Community Resource Card File

Location Regional District #7

Program Manager Dr. A. Raymond Rogers

Staff Needed CEW Council Members

Time - Planning Several Days

- Implementation Ongoing

Cost - Start-up Under $10

-On-going None

Summary

Each member of the Community Education Work (CEW) Council was given five forms to fill out with names of members in the community who were available as speakers to the students. Also included were businesses and industries which were available for work-study experience, tours and/or shadowing. These forms were then returned and the information was placed in a card file according to career clusters. This resource book is to be continually updated and was kept in the Regional #7 media center and managed by the Regional #7 media personnel.

For More Information

Joanna Guldalian, CE Specialist
RESCUE, RR1,
Hut Hill Road
Bridgewater, CT 06752 354-2218

Cross References Speakers, Career Cluster, Community Resources, Inventory, CEW Council

The ABC's of Career Education

Career Concept Occupational Orientation

Curriculum Focus Interdisciplinary

Grade Level K-8

Audience Students

Materials Needed List Of Speakers

Products Speakers List

Location Hartford Public Schools Hartford, CT

Program Manager Gordon D. Gross, Coordinator EDS

Staff Needed Coordinator

Time - Planning 2 Months

- Implementation Ongoing

Cost - Start-up None

- On-going None

Summary

Children should be exposed to various occupations during their earlier years in order to facilitate the future career choices. Exposure to speakers from various occupations (10 each year) during their elementary school career aids them in beginning to assess their goals before reaching high school. The ten speakers address themselves to their respective job descriptions, qualifications necessary for their occupation, benefits of their occupation, and how to handle an interview. Each speaker provides audio/visuals, hands-on materials, and/or examples of their work, when appropriate. Students have the opportunity to experiment with some of the occupations as part of our total Micro Society Program.

For More Information

Gordon D. Gross, Coordinator, Econ. Dev. Syst.
Hartford Bd. of Education
249 High Street, Room 15
Hartford, CT 06103 566-6447

Cross References Community Resources, Career Awareness, Speakers

Community Resources

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Business/ Industry Survey

Products Community Resources Guide

Location Project LEARN East Lyme, CT

Program Manager Linda Keirans Career Ed. Consultant

Staff Needed Program Coordinator

Time - Planning 2 Months

- Implementation 6 Months

Cost - Start-up Production Costs

- On-going Costs to Update Material

Summary

The Community Resources Guide was designed to provide detailed information on available and emerging occupations in the Southeast part of Connecticut. To collect this information, a survey form was developed for interviewing 450 area employers. The data collected provided information about specific jobs and employers as well as information on field trip possibilities, willingness to send speakers to the schools, availability of instructional or promotional materials and many other details important to a good career education program.

It is important to note that the business people were interviewed, surveys were not merely mailed out. Also, much more information was gathered than just the name of a possible speaker a very valuable job information resource.

For More Information

Linda Keirans
Project LEARN
P.O. Box 220
East Lyme, CT 06333

Cross References Speakers, Community Resources, Survey

Free To Be What You Want To Be

Career Concept Career Week

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Students

Materials Needed Speakers, Film-Strips, Films And Library Books

Products N/A

Location Beecher School
Woodbridge, CT

Program Manager Elizabeth Haas
Curriculum Coord. And Susan Davidson, PTO Title IX Chairman

Staff Needed 1 Coordinator, 2 Volunteers (PTO)

Time - Planning 6-8 Weeks

- Implementation 1 Week

Cost - Start-up None

- On-going $50.00

Summary

One week in April was set aside as Career Week during which speakers representing a variety of occupations, including individuals in non-traditional roles, spoke with students about the logistics of the job, the kind of education needed for preparation, and the motivation for their career choices. In many cases the students voted for whom they wished to invite, and in other cases the coordinators chose speakers whose occupations contributed to an on-going unit. For example, the stockbroker spoke with three classes involved in an economics unit. Many speakers involved the students in hands-on experiences: the free-lance photographer allowed the children to examine and experiment with her camera, and then took a picture of the class to commemorate the visit.

For More Information

Elizabeth Haas
Beecher School
Beecher Road
Woodbridge, CT 06525 389-2195

Cross References Career Week, Job Preparation, Sex-role Stereotyping, Hands-on Experience

Staff Training

Career Concept Staff Development

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Teachers And Administrators

Materials Needed Workshop Presenters, Resource Materials To Review, Workshop Handouts

Products Resource Guides, Activity Guide

Location Shelton Elementary Schools Shelton, CT

Program Manager Leon Sylvester, Director Of Career & Vocational Education

Staff Needed Coordinator, Consultant, Workshop Presenters, Planning Committee

Time - Planning 1 Week

- Implementation Full School Year

Cost - Start-up Consultant And Substitute Fees, Stipends, Resource Materials

- On-going Cost Of Resource Materials

Summary

This staff development series resulted from a decision to build a strong elementary level base for Career Education in Shelton. A committee with representation from each elementary school met during September with the consultant and the coordinator to plan the training series. In October, elementary administrators participated in a 2-hour orientation workshop. Classroom teachers had a full day of orientation on Teacher's Convention Day. During November and December, two staff meetings in each school--one for K-3 and one for 4-6--discussed specific infusion strategies.

During the second half of the year, the committee: 1) visited Career Education programs in other towns; 2) developed a resource and activity guide including materials created by staff; 3) established a Career Resource Center in each school; and 4) served as career resource people in their schools.

For More Information

Leon Sylvester
Shelton High School
Meadow Street
Shelton, CT 06484

OR

Joan Abeshouse
Coop. Ed. Services
PO Box 2087
Norwalk, CT 06852

Locations of Similar Activities Redding, Brookfield, New Hartford

Cross References Staff Development, Infusion, Curriculum Development

Shear Delight

Career Concept Hands-on Experience

Curriculum Focus Mathematics, Science, Art

Grade Level K-4, Special Needs

Audience Students

Materials Needed Sheep, Shearers, Shears, Spinning Wheels, Looms And Carding Utensils

Products Hand Looms

Location Northwest School
Storrs, CT

Program Manager Joan Cariglia

Staff Needed Demonstrators And Coordinator

Time - Planning 2 Days

- Implementation 2 Days

Cost - Start-up $100.00

- On-going $20.00

Summary

This project was sponsored by the PTO to acquaint the children with the world of work in a multi-disciplinary manner. Children saw a slide projection of sheep production in the U.S. which covers areas of care, diseases and food. This was presented by Prof. Louis Malkus from UConn School of Agriculture. A ewe and offspring were shorn in view of the entire student body, by a graduate student from UConn. The fleece was available for children to touch and card. A demonstration which covered natural dyeing of wool, carding and spinning was presented by Mrs. Whittaker to all classes. Modern and antique tools were on display. Children wrote thank you notes to guests. The following Tuesday, a weaving demonstration by Judy Banfman initiated an art unit on weaving. Each class was given a large loom and children learned to make their own individual hand looms. The yarn was collected from the Willimantic Thread Mill. Children learned to use a variety of materials in their weaving. The response to this unit was clearly evident by the children's beautiful end products, and their continued interest in weaving a month after the demonstrations.

For More Information

Joan Cariglia
Northwest School
321 Hunting Lodge Road
Storrs, CT 06268 429-4630

Cross References Job Simulation, Consumer Skills, Mathematics, Hands-on Experience, Science, Art, Community Involvement, Special Needs

Working Together, Growing Together

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Teachers

Materials Needed Career Ed. Activity Guides

Products Activity Guide: "Working Together, Growing Together"

Location Darien Public Schools
Darien, CT

Program Manager Jim Loughran, Superintendent

Staff Needed 5 Teachers, Librarian, Consultant

Time - Planning 2 Days

- Implementation 6 Days

Cost - Start-up Stipends, Consultant Fees, Production Costs

- On-going None

Summary

A committee of teachers representing primary and intermediate grades created an unusual and exciting activity guide titled "Working Together, Growing Together". Resource materials were utilized to inspire ideas for activities. The guide is laid out so that it can be cut into 4" x 6" activity cards, giving teachers the option of having a card file of activities or a booklet. All activity cards are illustrated, have a subject correlation, simple procedures and descriptions of major concepts.

For More Information

Lyn Nevins
Cooperative Educational Services
P.O. Box 2087
Norwalk, CT 06852 847-3873

Locations of Similar Activities Winsted, Barkhamsted, Colebrook, Norfolk

Cross References Curriculum Development, Infusion, Staff Development

Exploring Occu-Possom's Occupations

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Oppossum Puppet, Work Clothes To Fit Puppet, Student Worksheets

Products N/A

Location Pond Hill School
Wallingford, CT

Program Manager Marilyn Szymaszek, Elementary Career Education Coordinator

Staff Needed Coordinator Or Teacher

Time - Planning On-Going For 2 Years

- Implementation Varies With The Activities

Cost - Start-up $17.00 For Puppet; Clothes Vary From $3.00-$12.00

-On-going None

Summary

A purchased puppet, "Occu-Possum", is used as a motivational device to involve students in career activities. Occu-Possum has various uniforms to match the occupation or cluster being studied in each class. Students are asked to identify the occupation from the puppet's clothing. Older students are asked to identify the career cluster that is represented.

The career area is then discussed. Worksheets prepared by the Career Specialist are used which cover grade-appropriate skills but which will help students learn more about this career.

For More Information

Marilyn Szymaszek
Pond Hill School
Pond Hill Road
Wallingford, CT 06492 269-9791

Cross References Career Clusters, Career Awareness, Puppets, Infusion

Careers for a Day

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Speakers

Products Displays

Location John Barry School
Meriden, CT

Program Manager Helen Thomas, Laurie Nerdon

Staff Needed Coordinator, School Teaching Staff, Parent Chaperones

Time - Planning 4 Months

- Implementation 1 School Day

Cost - Start-up None

-On-going None

Summary

An all-day, school-wide Career Day involving 36 resource speakers who speak in detail about their occupations is an annual event in this school. Each speaker is assigned a classroom, and the students, led by their teacher, rotate from speaker to speaker learning about various occupations. Each talk is 10 to 15 minutes.

For More Information

Helen Thomas
John Barry School
124 Columbia Street
Meriden, CT 06450

Cross References Career Day, Speakers; Career Awareness

Intermediate - 3-5

I-1 Say "Cheese" *Orange*
I-2 Living Witness Program *Meriden*
I-3 How I Really Feel . . . *Brooklyn*
I-4 Money, Money, Money *Putnam*
I-5 What's My Line? *East Lyme*
I-6 Career Puppets *Rocky Hill*
I-7 World Of Work Fair *Somers*
I-8 CHIPS *Brooklyn*
I-9 Shall We Dance? *Cheshire*
I-10 Re-Model Your School *Avon*
I-11 Clustering Careers *Brookfield*
I-12 Is Farm Life For Me *Brooklyn*
I-13 Playing The Stock Market *Orange*
I-14 Student Of The Week *Meriden*
I-15 Curriculum Institute *Danbury*
I-16 Have Your CAK*E And Use It Too *Wallingford*
I-17 Extra! Extra! *Deep River*
I-18 Community Resource Guide *Regional District # 7*
I-19 The ABC's Of Career Education *Hartford*
I-20 Community Resources *Project LEARN*
I-21 Free To Be What You Want To Be *Woodbridge*
I-22 Staff Training *Shelton*
I-23 Shear Delight *Storrs*
I-24 Working Together, Growing Together *Darien*
I-25 Exploring Occu-Possum's Occupations *Wallingford*
I-26 Careers For A Day *Meriden*

Say "Cheese"

Career Concept Hands-on Experience

Location Peck Place School Orange, CT

Curriculum Focus Language Arts, Mathematics, Science

Program Manager Ted Braun, Teacher

Grade Level 4-7 Special Needs

Staff Needed 1 Teacher And Aide

Audience Students

Time - Planning 15 Hours

Materials Needed Darkroom Equipment, Cameras And Supplies

- Implementation 3 Sessions Per Week For 3 Months

Cost - Start-up $500.00

Products Unit Lesson Plan, Photographic Display

-On-going $100.00

Summary

Children learn all the skills involved in taking, developing, and printing black and white photographs. The children are prepared in the large group class sessions for their small group work in the darkroom. In this way the darkroom unit is divided into small units which the children can handle. The darkroom experience, which caused the children to feel part of a creative experience, is a culmination for each set of large group activities. With their photos cropped and mounted on display in our "studio" for their parents and peers to observe, they were very proud children.

For More Information

Ted Braun, Career Ed. Grant Director
Peck Place School
500 Peck Lane
Orange, CT. 06477

Cross References Photography, Mathematics, Language Arts, Science, Special Needs

Living Witness Program

Career Concept Occupational Orientation

Curriculum Focus Interdisciplinary

Grade Level 5

Audience Students

Materials Needed Speakers

Products N/A

Location Jonathan Trumbull School
Meriden, CT

Program Manager Peg Cunningham
Guidance Counselor

Staff Needed Counselor, Classroom Teacher

Time - Planning 4 Weeks

- Implementation 4 Weeks

Cost - Start-up None

-On-going None

Summary

A group of community resource people spoke with the fifth grade students, two speakers for each class, one morning a week for a month. The focus of the presentations was personal reactions to occupations as well as the relevance of one's schooling to one's eventual success in the working world. A preparation session took place before the presentations to brief the speakers on what questions to expect the children to ask. This program has been functioning successfully for the last five years.

For More Information

Peg Cunningham
Jonathan Trumbull School
234 Sherman Avenue
Meriden, CT. 06450

Cross References Occupational Orientation, Speakers, Community Involvement

How I Really Feel . . .

Career Concept Self Awareness

Curriculum Focus Language Arts

Grade Level 3

Audience Students

Materials Needed "Peace Harmony Awareness" Audio Visual Program, DUSO Cards (Amer. Guidance Service) "Free To Be You And Me"(McGraw/Hill), The Hundred Dresses By Eleanor Estes

Products Children's "Feelings Books"

Location Brooklyn School
Brooklyn, CT

Program Manager Judi Rodensky

Staff Needed Teacher

Time - Planning 1 Week

- Implementation 3 Hours Per Week

Cost - Start-up None

-On-going None

Summary

This activity enables children to increase their awareness of different feelings and their ability to describe their own feelings. The children verbally describe situation posters and identify the feelings expressed by the different characters. They then describe situations from their own experiences which evoke certain feelings within themselves and identify alternative and appropriate ways of dealing with emotional situations and specific feelings. This is done through breathing exercises, muscle relaxing and tightening exercises, "Peace Harmony Awareness", brainstorming about "What makes me feel ___?", drawing pictures of special relaxing places, compiling books, drawing self portraits, writing poems and stories, and dramatizing emotional situations and possible solutions.

An evaluation of this activity would be to have children identify 4 emotions depicted in 4 pictures. Each must then describe one personal experience verbally and then write or draw 3 alternative ways to deal with the situation.

For More Information

Judi Rodensky / Stanley Scraba
Brooklyn School
Gorman Road
Brooklyn, CT 06234 774-9153

Cross References Language Arts, Self Awareness, Humanistic Education

Money, Money, Money

Career Concept Career Awareness

Curriculum Focus Mathematics

Grade Level 3

Audience Students

Materials Needed "Why People Work" Survey Form, Practice Sheets on Identification of Money, Cash Register

Products N/A

Location Putnam Elem. School
Putnam, CT

Program Manager Richard Jaquish, C.E. Coordinator

Staff Needed Coordinator, Volunteer Aide, Teacher

Time - Planning 3 Hours

- Implementation 1 Month

Cost - Start-up $20.00 For Field Trip

-On-going None

Summary

The unit focused on several objectives: (1) to identify why people work, (2) to identify the value of dollars and coins, (3) to learn how to make change for purchases up to $1.00 and (4) to identify why people save money in banks. After conducting a parent survey, the students learned that earning money is a major reason people work. Four students were selected to negotiate a loan for the class for $50.00 at the Putnam Savings and Loan. In the following month, students played store using cash registers which were loaned to them by Montgomery Ward and the Blue Star Book Store, both located in Putnam. At the end of the unit, the entire class visited the Putnam Savings and Loan where they used adding machines, watched the operation of the computer terminals, and observed the money vault.

For More Information

Richard Jaquish - Career Ed. Coordinator
Putnam Public Schools
Wicker Street
Putnam, CT 06260 376-2403

Cross References Mathematics, Consumer Skills, Career Awareness, Field Trips

What's My Line?

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 4-6

Audience Students

Materials Needed Cards Numbered From 1-10 For Moderator To Use

Products N/A

Location East Lyme Junior High School
East Lyme, CT

Program Manager Sherlene Skou

Staff Needed Teacher

Time - Planning 15 Minutes

- Implementation 10 Minutes Per Day; Several Days

Cost - Start-up None

-On-going None

Summary

A couple of days before playing the game, ask each student to think of an unusual career and to find information about it so that he may answer questions about the career intelligently. They should keep their career choice a secret. The day the game is played, divide the class into two teams. Number the students from each team. No. 1 from Team A will be questioned by No.'s 1, 2, 3 and 4 from Team B. The teacher serves as moderator and may help the person being questioned, if necessary. Questions may only be answered yes/no. For each "no" answer, the moderator puts up another numbered card. When they've gotten 10 "no" answers (5 if you're short of time), that team gets a point. If the panel guesses the career, their team gets a point.

It's best to play the game ten minutes or so for a few days in a row rather than trying to let everyone have a turn on the same day. Activity requires little planning, yet is quite effective.

For More Information

Sherlene Skou
East Lyme Jr. High School
P.O. Box 188
East Lyme, CT 06333

Cross References Game, Career Awareness

Career Puppets

Career Concept Career Awareness

Curriculum Focus Art

Grade Level 3

Audience Students

Materials Needed Assorted Art and Sewing Supplies

Products Career Puppets

Location Stevens School Rocky Hill, CT

Program Manager Claudia Bertz

Staff Needed Teacher

Time - Planning 1 Day to Gather Supplies

- Implementation 1 or 2 Classes

Cost - Start-up Art supplies

-On-going None

Summary

During an art lesson, primary grade students made "career puppets". The children made puppets for careers that interested them, but found it easier to illustrate uniformed workers.

Students traced a human figure on oak tag and cut it out. Half of a styrofoam ball was glued onto the oak tag for the head. Yarn, buttons and pipecleaners were pressed into and glued to the styrofoam for facial features. Uniforms or clothes were made from felt and fabric scraps and glued onto the figure.

Each puppet held a sign indicating the career represented. The puppets were then placed on the bulletin board for display.

For More Information

Claudia Bertz
Stevens School
322 Orchard Street
Rocky Hill, CT 06067 529-3328

Cross References Puppets, Career Awareness, Art, Displays, Infusion

World of Work Fair

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 4-6

Audience Students

Materials Needed Speakers, Art Supplies, Student Worksheets, Career Reference Materials

Products Occupational Display, Booths, Photographs of Fair

Location Mabelle B. Avery School Somers, CT

Program Manager Phoebe Robinson, Teacher

Staff Needed Teacher

Time - Planning 4-6 Weeks

- Implementation 1 or 2

Cost - Start-up None

-On-going None

Summary

Several speakers from many areas of work came to speak with classes over a period of 4-6 weeks. The students prepared questions to ask the speakers. During this time we saw filmstrips, films, read books and did art work relating to careers. As a culminating activity a World of Work Fair was organized. Students selected one job they particularly liked. They researched the job and wrote a short paper on it. They constructed a booth around their desks and on the day of the fair they came to school dressed in the garb of the occupation. They displayed the tools of their trade as well as their research papers in the booth, and other students in the school came to observe and question. Photos were taken.

For More Information

Phoebe Robinson
Mabelle B. Avery School
Somers, CT 06071
749-0723

Cross References Speakers, Career Awareness, Career Fair

CHIPS

Career Concept Job Exploration

Curriculum Focus Reading

Grade Level 5

Audience Students

Materials Needed Multiple Copies Of "Sprint" Magazine

Products N/A

Location Brooklyn Elem. School Brooklyn, CT

Program Manager Barbara Dorrman, Teacher

Staff Needed 1 Teacher

Time - Planning Minimal

- Implementation 45 Minutes

Cost - Start-up N/A

-On-going N/A

Summary

In this activity, the students read and discussed an article on California Highway Patrolmen in "Sprint" Magazine after which the students charted differences and likenesses between the article and the television program "CHiPS".

For More Information

Barbara Dorrman
Brooklyn Elem. School
Gorman Road
Brooklyn, CT 06234 774-9153

Cross References Television, Language Arts, Career Exploration

Shall We Dance?

Career Concept Career Exploration

Curriculum Focus Music, Art

Grade Level 3

Audience Students

Materials Needed Transportation, Inexpensive Cameras, Film

Products N/A

Location Doolittle School
Cheshire, CT

Program Manager Judy Siegel, Classroom Teacher

Staff Needed Teacher, Parent Aides

Time - Planning 3 Weeks

- Implementation 4 Months

Cost - Start-up $600.00

-On-going None

Summary

Objective: To develop an understanding of problems, techniques and rewards available to the dancer, musician, and photographer.

A third-grade class attended a Connecticut Ballet Company performance with twelve parents. The children were able to meet and talk with the artists immediately after the performance, and learned about staging from the company director. Upon return, the children drew pictures and wrote in their diaries about the experience. Later, the ballet visited the school to renew acquaintances and do a lecture-demonstration. The director gave the class exercises for their morning warm-ups.

The Connecticut Brass Quintet also performed and explained their training process and the history and usage of each instrument. Later in the year, the children donated money from a class business to the music department to finance a new instrument.

Photography was also investigated when inexpensive cameras were purchased, and students shot and developed film.

For More Information

Art Frechette, Coord. of Elem. Instruction
Cheshire Public School
29 Main Street
Cheshire, CT 06410

Cross References Career Exploration, Hands-on Experiences, Art, Music, Field Trips

Re-Model Your School

Career Concept Hands-on Experience

Curriculum Focus Mathematics

Grade Level 5th Grade

Audience Students

Materials Needed Representative of the Construction Cluster, Materials to Build Model of School

Products A Three-Foot Square Model Of School And Surrounding Buildings

Location Towpath Elementary School Avon, CT

Program Manager Barry Rydberg, Marcia Reynolds

Staff Needed Coordinator, Teacher

Time - Planning 2 Months

- Implementation 4 Months 1-2 Days/Week

Cost - Start-up $200.00

-On-going None

Summary

A group of 5th grade students, while studying a unit in mathematics, was given the opportunity to relate some concepts of the math unit to the world of work. We were able to combine the concepts of proportion scale, measurement, area, and volume with Career Ed by introducing the careers of people who use these types of calculations. Considerable planning led to discussions with architectural and building career people. Final application of this concept allowed students to study blue prints of their school, and to transfer all measurements to 1/20 scale. Students then figured all aspects of size and constructed a scale model of their school, grounds and an adjoining building.

For More Information

Barry Rydberg
Career/Vocational Coordinator
Avon High School
410 Avon, Road, Avon, CT 06001

Cross References Mathematics, Hands-on Experience, Job Exploration

Clustering Careers

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 5

Audience Students and Parents

Materials Needed Films on Occupations and Clusters, Speakers

Products N/A

Location Huckleberry Hill School Brookfield, CT

Program Manager A. Nelson, M. Ryer, R. Bellesheim

Staff Needed Team Coordinator

Time - Planning 3-6 Weeks

- Implementation 2 Weeks

Cost - Start-up $100 for Field Trip

-On-going None

Summary

A coordinated effort was instituted to raise the awareness of parents and students concerning the many possible work situations which are available today. A student committee arranged displays, showed special career exploration films, and invited speakers from the community to discuss career clusters. The committee then planned field trips to coincide with the clusters being studied.

For More Information

Steve Umbro
Career Education Coordinator
100 Candlewood Lake Road
Brookfield, CT 06804

Cross References Field trips, Career Awareness, Speakers, Career Clusters

Is Farm Life for Me?

Career Concept Career Awareness

Curriculum Focus Science, Social Studies, Mathematics

Grade Level 4

Audience Students

Materials Needed Speakers, Classroom Materials Prepared By The U.S. Department Of Agriculture

Products N/A

Location Brooklyn School Brooklyn, CT

Program Manager Kenneth J. Post

Staff Needed Classroom Teachers

Time - Planning 1 Week

- Implementation 1 Classroom Period Per Week

Cost - Start-up None

-On-going None

Summary

The purpose of this activity was to bring students up to date on agricultural careers and the students' present relationships to agriculture. The students discussed climate, soil requirements and diseases of farm animals with local speakers from farming areas. Through discussion with farmers, students saw the necessity of advanced math, science, and reading in school as good preparation toward an agricultural career. A good follow-up would be to:

1. Set up and operate a model farm. This would help students become aware of the farmer's various occupational responsibilities and life style.

2. Students could also make charts showing costs of producing agricultural products.

For More Information

Kenneth J. Post
Brooklyn School
Gorman Road
Brooklyn, CT. 06234 774-9153

Cross References Infusion, Speakers, Career Awareness, Hands-on Experience, Job Simulation

Playing the Stock Market

Career Concept Hands-on Experience

Curriculum Focus Mathematics, Language Arts, Business Education

Grade Level 4-7 Special Needs

Audience Students

Materials Needed Woodworking/ Craft Supplies

Products Unit Lesson Plans

Location Peck Place School Orange, CT

Program Manager Leslie Averna Teacher

Staff Needed 1 Teacher

Time - Planning 15 Hours

- Implementation 2-1/2 Months, 3 Sessions Per Week

Cost - Start-up None

-On-going None

Summary

The children formed their own business, elected officers, decided on a product, sold stocks, directed the corporation, manufactured the product and sold it. They had the rare opportunity to see the direct results of their decisions and their efforts. Infused throughout the unit were activities requiring language arts and math skills. An example would be the importance of spelling numbers correctly when writing a check, or writing a coherent stock statement. The importance of each class member--secretary, president, treasurer, production manager, etc.--was stressed, as well as the importance of completing the task undertaken. The children's profits paid for a class trip to Mystic Seaport.

For More Information

Leslie Averna
Peck Place School
500 Peck Lane
Orange, CT 06477

Cross References Business Education, Job Simulation, Special Needs

Student of the Week

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 4th Grade

Audience Students

Materials Needed Speakers, Career Information Materials

Products N/A

Location Thomas Hooker School Meriden, CT

Program Manager Marilou Church

Staff Needed Teacher

Time - Planning 2 Weeks

- Implementation Full School Year

Cost - Start-up None

-On-going None

Summary

Early in the school year, students are asked to note an occupation that especially interests them. Each student is subsequently honored "Student of the Week" whereby sometime during the calendar year that student and his/her hobbies and interests are featured on a bulletin board. His/her chosen occupation also receives attention that week when a person representing the student's chosen occupation is invited to speak to the class. At the end of the year, students are asked to again choose an occupation in which they are especially interested and, as you would expect, many responses have changed, due to increased exposure to the world of work.

For More Information

Ms. Marilou Church
Thomas Hooker School
Overlook Road
Meriden, CT 06450

Cross References Speakers, Career Awareness, Self-Awareness

Curriculum Institute

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Teachers

Materials Needed Career Education Activity Guides

Products 180-day Curriculum Packets

Location Danbury Public Schools Danbury, Ct.

Program Manager Alex Boychuck

Staff Needed 14 Faculty Coordinators

Time - Planning 4 Months

- Implementation 14 Days

Cost - Start-up $12,000

- On-going None

Summary

This two-part career education staff development effort began with a half-day orientation seminar for all teachers. From that session a group of fourteen teachers was identified to work on the second phase of the process.

A thirteen-day "curriculum institute" was held so that the teachers could prepare a 180-day curriculum activity packet for their subject area. Teachers were assisted in identifying and validating major concepts within their subject area that related to career education concepts. Strategies and activities were then identified so that teachers could reinforce how the skill is used by different workers.

For More Information

Alex Boychuck
Beaver Brook School
Beaver Brook Road
Danbury, CT 06810 797-4733

Cross References Staff Development, Infusion, Curriculum Development

Have Your CAK*E and Use It Too

Career Concept Resource Center

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Assortment Of Teacher Resources, Student Resources, AV Materials, Rolling Cart

Products "Career Awareness Kart* Elementary"

Location Wallingford Elementary Schools Wallingford, CT

Program Manager Marilyn Szymaszek, Elementary Career Education Coordinator

Staff Needed 2 Task Force Members And Coordinator In Each School

Time - Planning 4 To 6 Months

- Implementation Ongoing

Cost - Start-up $1,500 Per School

-On-going Variable

Summary

Each school was given the funds to develop a "mobile" career education resource unit. Each school has its own "Career Awareness Kart" that can easily be moved around the school.

The mobile centers will provide teachers and students with hands-on materials and resources for infusing career concepts into the curriculum. The centers will become operational during the '79-'80 school year. Because the teaching staff chose the materials directly, it is hoped that their enthusiasm for the project will continue. It is also hoped that teachers will use the materials to a greater extent if the resources are in their own classes rather than stored in a media closet.

For More Information

Marilyn Szymaszek
Pond Hill School
Pond Hill Road
Wallingford, CT. 06492

Cross References Career Resource Center, Career Awareness, Infusion

Extra! Extra!

Career Concept Infusion

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Professional And Support Staff

Materials Needed Paper For Reproduction

Products Staff Newsletter

Location Valley Regional High School Deep River, CT

Program Manager Charles T. O'Donnell

Staff Needed Coordinator

Time - Planning 1 Week

- Implementation 1 Week Each Month

Cost - Start-up None

-On-going None

Summary

Each month a newsletter is distributed to the staff in the district. It's purpose is two-fold. It contains factual career information designed for direct infusion into the day to day activities of classes at all levels. Further, it contains items designed to stimulate staff interest in the area of career education. It is by design a one-page two-sided sheet of short, hard hitting items which can be read and digested in the time it takes to finish a cup of coffee during a planning period.

For More Information

Charles T. O'Donnell
Valley Regional High School
Kelsey Hill Road
Deep River, CT 06417

Cross References Newsletter, Curriculum Development, Infusion, Staff Development

Community Resource Guide

Career Concept Community Resources

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Interview Forms

Products Community Resource Card File

Location Regional District #7

Program Manager Dr. A. Raymond Rogers

Staff Needed CEW Council Members

Time - Planning Several Days

- Implementation Ongoing

Cost - Start-up Under $10

- On-going None

Summary

Each member of the Community Education Work (CEW) Council was given five forms to fill out with names of members in the community who were available as speakers to the students. Also included were businesses and industries which were available for work-study experience, tours and/or shadowing. These forms were then returned and the information was placed in a card file according to career clusters. This resource book is to be continually updated and was kept in the Regional #7 media center and managed by the Regional #7 media personnel.

For More Information

Joanna Guldalian, CE Specialist
RESCUE, RR1,
Hut Hill Road
Bridgewater, CT 06752 354-2218

Cross References Speakers, Career Cluster, Community Resources, Inventory, CEW Council

The ABC's of Career Education

Career Concept Occupational Orientation

Curriculum Focus Interdisciplinary

Grade Level K-8

Audience Students

Materials Needed List Of Speakers

Products Speakers List

Location Hartford Public Schools Hartford, CT

Program Manager Gordon D. Gross, Coordinator EDS

Staff Needed Coordinator

Time - Planning 2 Months

- Implementation Ongoing

Cost - Start-up None

- On-going None

Summary

Children should be exposed to various occupations during their earlier years in order to facilitate the future career choices. Exposure to speakers from various occupations (10 each year) during their elementary school career aids them in beginning to assess their goals before reaching high school. The ten speakers address themselves to their respective job descriptions, qualifications necessary for their occupation, benefits of their occupation, and how to handle an interview. Each speaker provides audio/visuals, hands-on materials, and/or examples of their work, when appropriate. Students have the opportunity to experiment with some of the occupations as part of our total Micro Society Program.

For More Information

Gordon D. Gross, Coordinator, Econ. Dev. Syst.
Hartford Bd. of Education
249 High Street, Room 15
Hartford, CT 06103 566-6447

Cross References Community Resources, Career Awareness, Speakers

Community Resources

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Business/ Industry Survey

Products Community Resources Guide

Location Project LEARN East Lyme, CT

Program Manager Linda Keirans Career Ed. Consultant

Staff Needed Program Coordinator

Time - Planning 2 Months

- Implementation 6 Months

Cost - Start-up Production Costs

- On-going Costs to Update Material

Summary

The Community Resources Guide was designed to provide detailed information on available and emerging occupations in the Southeast part of Connecticut. To collect this information, a survey form was developed for interviewing 450 area employers. The data collected provided information about specific jobs and employers as well as information on field trip possibilities, willingness to send speakers to the schools, availability of instructional or promotional materials and many other details important to a good career education program.

It is important to note that the business people were interviewed, surveys were not merely mailed out. Also, much more information was gathered than just the name of a possible speaker a very valuable job information resource.

For More Information

Linda Keirans
Project LEARN
P.O. Box 220
East Lyme, CT 06333

Cross References Speakers, Community Resources, Survey

Free To Be What You Want To Be

Career Concept Career Week

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Students

Materials Needed Speakers, Film-Strips, Films And Library Books

Products N/A

Location Beecher School
Woodbridge, CT

Program Manager Elizabeth Haas
Curriculum Coord. And Susan Davidson, PTO Title IX Chairman

Staff Needed 1 Coordinator, 2 Volunteers (PTO)

Time - Planning 6-8 Weeks

- Implementation 1 Week

Cost - Start-up None

- On-going $50.00

Summary

One week in April was set aside as Career Week during which speakers representing a variety of occupations, including individuals in non-traditional roles, spoke with students about the logistics of the job, the kind of education needed for preparation, and the motivation for their career choices. In many cases the students voted for whom they wished to invite, and in other cases the coordinators chose speakers whose occupations contributed to an on-going unit. For example, the stockbroker spoke with three classes involved in an economics unit. Many speakers involved the students in hands-on experiences: the free-lance photographer allowed the children to examine and experiment with her camera, and then took a picture of the class to commemorate the visit.

For More Information

Elizabeth Haas
Beecher School
Beecher Road
Woodbridge, CT 06525 389-2195

Cross References Career Week, Job Preparation, Sex-role Stereotyping, Hands-on Experience

Staff Training

Career Concept Staff Development

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Teachers And Administrators

Materials Needed Workshop Presenters, Resource Materials To Review, Workshop Handouts

Products Resource Guides, Activity Guide

Location Shelton Elementary Schools Shelton, CT

Program Manager Leon Sylvester, Director Of Career & Vocational Education

Staff Needed Coordinator, Consultant, Workshop Presenters, Planning Committee

Time - Planning 1 Week

- Implementation Full School Year

Cost - Start-up Consultant And Substitute Fees, Stipends, Resource Materials

- On-going Cost Of Resource Materials

Summary

This staff development series resulted from a decision to build a strong elementary level base for Career Education in Shelton. A committee with representation from each elementary school met during September with the consultant and the coordinator to plan the training series. In October, elementary administrators participated in a 2-hour orientation workshop. Classroom teachers had a full day of orientation on Teacher's Convention Day. During November and December, two staff meetings in each school--one for K-3 and one for 4-6--discussed specific infusion strategies.

During the second half of the year, the committee: 1) visited Career Education programs in other towns; 2) developed a resource and activity guide including materials created by staff; 3) established a Career Resource Center in each school; and 4) served as career resource people in their schools.

For More Information

Leon Sylvester
Shelton High School
Meadow Street
Shelton, CT 06484

OR

Joan Abeshouse
Coop. Ed. Services
PO Box 2087
Norwalk, CT 06852

Locations of Similar Activities Redding, Brookfield, New Hartford

Cross References Staff Development, Infusion, Curriculum Development

Shear Delight

Career Concept Hands-on Experience

Curriculum Focus Mathematics, Science, Art

Grade Level K-4, Special Needs

Audience Students

Materials Needed Sheep, Shearers, Shears, Spinning Wheels, Looms And Carding Utensils

Products Hand Looms

Location Northwest School
Storrs, CT

Program Manager Joan Cariglia

Staff Needed Demonstrators And Coordinator

Time - Planning 2 Days

- Implementation 2 Days

Cost - Start-up $100.00

-On-going $20.00

Summary

This project was sponsored by the PTO to acquaint the children with the world of work in a multi-disciplinary manner. Childrer saw a slide projection of sheep production in the U.S. which covers areas of care, diseases and food. This was presented by Prof. Louis Malkus from UConn School of Agriculture. A ewe and offspring were shorn in view of the entire student body, by a graduate student from UConn. The fleece was available for children to touch and card. A demonstration which covered natural dyeing of wool, carding and spinning was presented by Mrs. Whittaker to all classes. Modern and antique tools were on display. Children wrote thank you notes to guests. The following Tuesday, a weaving demonstration by Judy Banfman initiated an art unit on weaving. Each class was given a large loom and children learned to make their own individual hand looms. The yarn was collected from the Willimantic Thread Mill. Children learned to use a variety of materials in their weaving. The response to this unit was clearly evident by the children's beautiful end products, and their continued interest in weaving a month after the demonstrations.

For More Information

Joan Cariglia
Northwest School
321 Hunting Lodge Road
Storrs, CT 06268 429-4630

Cross References Job Simulation, Consumer Skills, Mathematics, Hands-on Experience, Science, Art, Community Involvement, Special Needs

Working Together, Growing Together

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-6

Audience Teachers

Materials Needed Career Ed. Activity Guides

Products Activity Guide: "Working Together, Growing Together"

Location Darien Public Schools
Darien, CT

Program Manager Jim Loughran, Superintendent

Staff Needed 5 Teachers, Librarian, Consultant

Time - Planning 2 Days

- Implementation 6 Days

Cost - Start-up Stipends, Consultant Fees, Production Costs

-On-going None

Summary

A committee of teachers representing primary and intermediate grades created an unusual and exciting activity guide titled "Working Together, Growing Together". Resource materials were utilized to inspire ideas for activities. The guide is laid out so that it can be cut into 4" x 6" activity cards, giving teachers the option of having a card file of activities or a booklet. All activity cards are illustrated, have a subject correlation, simple procedures and descriptions of major concepts.

For More Information

Lyn Nevins
Cooperative Educational Services
P.O. Box 2087
Norwalk, CT 06852 847-3873

Locations of Similar Activities Winsted, Barkhamsted, Colebrook, Norfolk

Cross References Curriculum Development, Infusion, Staff Development

Exploring Occu-Possom's Occupations

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Oppossum Puppet, Work Clothes To Fit Puppet, Student Worksheets

Products N/A

Location Pond Hill School
Wallingford, CT

Program Manager Marilyn Szymaszek, Elementary Career Education Coordinator

Staff Needed Coordinator Or Teacher

Time - Planning On-Going For 2 Years

- Implementation Varies With The Activities

Cost - Start-up $17.00 For Puppet; Clothes Vary From $3.00-$12.00

- On-going None

Summary

A purchased puppet, "Occu-Possum", is used as a motivational device to involve students in career activities. Occu-Possum has various uniforms to match the occupation or cluster being studied in each class. Students are asked to identify the occupation from the puppet's clothing. Older students are asked to identify the career cluster that is represented.

The career area is then discussed. Worksheets prepared by the Career Specialist are used which cover grade-appropriate skills but which will help students learn more about this career.

For More Information

Marilyn Szymaszek
Pond Hill School
Pond Hill Road
Wallingford, CT 06492 269-9791

Cross References Career Clusters, Career Awareness, Puppets, Infusion

Careers for a Day

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-5

Audience Students

Materials Needed Speakers

Products Displays

Location John Barry School
Meriden, CT

Program Manager Helen Thomas, Laurie Nerdon

Staff Needed Coordinator, School Teaching Staff, Parent Chaperones

Time - Planning 4 Months

- Implementation 1 School Day

Cost - Start-up None

-On-going None

Summary

An all-day, school-wide Career Day involving 36 resource speakers who speak in detail about their occupations is an annual event in this school. Each speaker is assigned a classroom, and the students, led by their teacher, rotate from speaker to speaker learning about various occupations. Each talk is 10 to 15 minutes.

For More Information

Helen Thomas
John Barry School
124 Columbia Street
Meriden, CT 06450

Cross References Career Day, Speakers, Career Awareness

Middle School-6-8

M-1 Clusters For Kids *North Haven*
M-2 The Silver City Digest *Meriden*
M-3 Parent Interviews *Franklin*
M-4 Answering The Ads *Stamford*
M-5 A Curriculum For Clusters *Hamden*
M-6 Career Day *Trumbull*
M-7 Hang Out Your Shingle *Plainville*
M-8 The Hospital Comes To Us *Franklin*
M-9 Law Week *Bloomfield*
M-10 Thinking About Jobs *Fairfield*
M-11 What If My Face Were Green? *Brooklyn*
M-12 Survey The Clusters *Stonington*
M-13 Interviewing Know How *West Hartford*
M-14 You Are There *Mansfield*
M-15 Welding School *Groton*
M-16 Careers In Law *Franklin*
M-17 My Real Interests *Brooklyn*
M-18 Youth Motivation Program *Putnam*
M-19 Testing Career Choices *Willimantic*
M-20 Follow That Career *Fairfield*
M-21 Why We Go To School *Baltic*
M-22 A Week Of Careers *Stamford*
M-23 Students Counsel *Milford*
M-24 Advertising Education *New Haven*
M-25 Read All About It! *Jewett City*
M-26 The World Of School Work *Stamford*
M-27 Career Cinema *Regional District # 13*
M-28 Mini Career Day *Cromwell*
M-29 On The Job Training *Waterford*
M-30 Career Speakers *North Haven*
M-31 Community Workers Map *Newton*
M-32 Students Go To Work *Gales Ferry*
M-33 From The Horse's Mouth *Fairfield*
M-34 There's A Health Career For You *Stamford*
M-35 Career Of The Week *Washington*
M-36 Curriculum Institute *Danbury*
M-37 Extra! Extra! *Deep River*
M-38 Community Resource Guide *Regional District # 7*
M-39 The ABC's Of Career Education *Hartford*
M-40 Community Resources *Project LEARN*

Clusters for Kids

Career Concept Career Clusters

Curriculum Focus Interdisciplinary

Grade Level 6

Audience Students

Materials Needed Speaker, AV Material, Posters, Displays

Products Student Materials, Displays, Posters

Location Mill Road School, North Haven, CT

Program Manager Anthony Mancini, Teacher

Staff Needed 3 Teachers, Vocational Coordinator

Time - Planning 2 Days

- Implementation 6 Weeks

Cost - Start-up $350.00

-On-going $20.00

Summary

A six-week summary unit of the 15 Career Clusters followed a broad career awareness program K-5. Using the "Our Working World" Social Studies Series from SRA as the base, a separate unit was developed by grade 6 teachers. The "Livelyhoods" filmstrips from Time Share Corp. on the 15 Career Clusters interviews and speakers supplemented the activity portions of the unit.

For More Information

Manuel Oliveira
Vocational Coordinator 239-1641
222 Maple Avenue Ext. 227
North Haven, Conn. 06473

Cross References Career Clusters, Speakers, Career Awareness

The Silver City Digest

Career Concept Hands-On Experience

Curriculum Focus Language Arts

Grade Level 6-8

Audience Students

Materials Needed Paper, Mimeograph Machine

Products Magazines

Location Washington Middle School Meriden, CT

Program Manager Diane Smith

Staff Needed Teacher

Time - Planning 3 Weeks

- Implementation 6 Weeks

Cost - Start-up None

-On-going None

Summary

Ms. Smith's language arts classes developed a magazine entitled Silver City Digest including articles where individuals in various occupations were interviewed. Incorporated into the production procedure was information on how a magazine is produced and who is involved in the production. This magazine was distributed to the student body for a token cost which helped subsidize field trips and other extra-curricular activities.

For More Information

Diane Smith
Washington Middle School
35 Pleasant Street
Meriden, CT 06450

Cross References Career Awareness, Language Arts, Hands-On Experience, Newspaper

Parent Interviews

Career Concept Career Exploration

Curriculum Focus Interdisciplinary

Grade Level 6-8

Audience Students

Materials Needed "Career World Magazine", Community Workers, Interview Questions, Parents to Interview

Products N/A

Location Franklin Elem. School Franklin, CT

Program Manager Mrs. Whaley, Teacher

Staff Needed Parent, Coordinator

Time - Planning Three Weeks

- Implementation One Week

Cost - Start-up None

-On-going None

Summary

The children prepared and presented a list of interview questions to their parents and friends' parents, some of which were obtained from "Career World Magazine." The responses were shared and discussed in class. The aspect of job satisfaction or lack of it was an important focus of discussion. We followed up this lesson by filling out job applications from area businesses, and discussing students' current employability skills.

For More Information

Mrs. Whaley
Franklin Elementary School
Route 207
North Franklin, CT 06254

Cross References Community Awareness, Career Exoloration, Job Applications, Employability Skills

Answering the Ads

Career Concept Employability Skills

Curriculum Focus Interdisciplinary

Grade Level 7-8 Special Needs

Audience Students

Materials Needed Help Wanted Ads, Student Handouts Of Want Ad Abbreviations, Tele-Trainer From Southern New England Telephone Company

Products N/A

Location Dolan School
Stamford, CT

Program Manager Arlene K. Gottlieb, Career Information Counselor

Staff Needed Coordinator, Teacher

Time - Planning 1 Period

- Implementation 1-2 Class Periods

Cost - Start-up None

-On-going None

Summary

Lessons on how to read and answer Help Wanted Ads were followed up with "mock" calls on the Tele-Trainer. The Tele-Trainer is a set of dual telephones that can simulate making and receiving telephone calls and is available free from the Telephone Company. This program was enthusiastically received by students and teachers. The "hands-on" experience was valuable. This unit will be expanded in the future to a wider student population.

For More Information

Arlene K. Gottlieb, Career Information Coun.
Stamford Public Schools
195 Hinsdale Avenue
Stamford, CT. 06902 358-4751

Cross References Employability Skills, Newspaper, Hands-on-Experience, Special Needs

A Curriculum for Clusters

Career Concept Curriculum Development

Curriculum Focus Inderdisciplinary

Grade Level 7-9

Audience Teachers

Materials Needed Career Resource Library, Copies Of Subject Area Curricula

Products Printed Curriculum

Location Junior High Schools Hamden, CT

Program Manager Ellen Thompson

Staff Needed Teacher, Chairperson From Each Discipline

Time - Planning 4 Months

- Implementation 1 Year

Cost - Start-up $1,500.00 (Stipends, Printing)

-On-going None

Summary

A task force was organized to write a Junior High Career Cluster Curriculum. The task force consisted of a teacher from each discipline from both junior high schools.

The curriculum assigns the primary responsibility of teaching a cluster to a specific discipline: English-Communications and Media; Health-Health Services; Science-Marine Sciences and Environment, etc. For each subject area and cluster, the guide includes sample infusion activities, a list of available career resource materials and an extensive list of occupations.

The curriculum was distributed to all 7-9 teachers to assist them in infusing career clusters into their daily lessons. Teachers are encouraged to submit additional infusion activities they have used.

For More Information

Ellen Thompson
Hamden High School
Dixwell Avenue
Hamden, CT 06514

Cross References Career Cluster, Infusion, Curriculum Development

Career Day

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 6

Audience Students

Materials Needed Career Resource Materials

Products List Of Speakers, Various Student Productions, Tapes, Charts, Filmstrips

Location Booth Hill School Trumbull, CT

Program Manager Tom Dudeck, Ed Farrell

Staff Needed Teacher, Media Specialist

Time - Planning 1 Month

- Implementation 2 Months

Cost - Start-up $1,000

-On-going Postage

Summary

The students write invitations to speakers to address the class and also request information on various careers. Each student then selects a career to explore, using the computer at the career center to acquire additional career information. On Career Day, students set up display booths on their chosen careers and dress in the appropriate costume for presentation to parents and the general school population. Student prepared tapes, filmstrips, charts, games, and promotional material were helpful media tools.

For More Information

Ed Farrell
Booth Hill Elementary School
545 Booth Hill Road
Trumbull, CT 378-4013

Cross References Speakers, Computerized Guidance Tools, Media Presentations, Career Day

Hang Out Your Shingle

Career Concept Hands-on Experience

Curriculum Focus Business Ed., Mathematics

Grade Level 5-8

Audience Students

Materials Needed Community Resource People

Products N/A

Location Toffolon School
Plainville, CT

Program Manager Louis Mantzaris, Teacher

Staff Needed Teacher, Coordinator

Time - Planning 6 Weeks

- Implementation 3 Months

Cost - Start-up None

-On-going None (Loan Repaid)

Summary

A loan officer from the local bank visited class and talked about bank loans as a means of financing small businesses. Students applied for a loan, and on a subsequent field trip received the money and opened a checking account in the name of the business. A local office supply store owner visited the class and discussed stocking the business. The students purchased goods at wholesale prices to sell at retail. They also purchased raw materials to make crafts to sell. The loan was paid off with the profits made through their business.

For More Information

Ann Billings, Coordinator
Plainville Elementary School
Trask School
Plainville, CT 06072 747-1784

Cross References Field Trips, Hands-on Experience, Speakers

The Hospital Comes to Us

Career Concept Health Services

Curriculum Focus Science

Grade Level 7-8

Audience Students

Materials Needed "Career World Magazine", Movie On Health Services, Speakers With Different Positions In Health Services

Products List Of Available Speakers, Lesson Plans From "Career World", Posters

Location Franklin Elem. School Franklin, CT

Program Manager Mrs. Whaley, Teacher

Staff Needed Teacher

Time - Planning One Week

- Implementation One Day

Cost - Start-up None

-On-going None

Summary

A speaker from Windham Hospital spoke on the many positions available at the local hospital and of his job's responsibilities. We showed a movie on health services and read and discussed "Career World", preparing questions to ask the speaker.

A larger sampling of health service resources would most certainly supply a greater breadth of information for the students, although this activity did energize interest from the students.

For More Information

Mrs. Whaley
Franklin Elementary School
Route 207
North Franklin, CT. 06254

Cross References Health Services, Science, Speakers

Law Week

Career Concept Job Exploration

Curriculum Focus Social Studies

Grade Level 7-9

Audience Students

Materials Needed Speakers

Products Curriculum Guides

Location Bloomfield Jr. High School
Bloomfield, CT

Program Manager Daniel Simeone,
Sara Lapuk

Staff Needed Social Studies Teachers,
Dept. Chairperson, Career Ed. Coordinator

Time - Planning 6 Weeks

- Implementation 1-2 Weeks

Cost - Start-up Postage

-On-going Postage

Summary

Students study the Constitution through their regular curriculum. Members of the community who work with the law on a regular basis were asked to speak to small classes about their work, their feelings about the system, youths' responsibilities and rights, the qualities necessary for this kind of work, and their backgrounds. Use of non-stereotyped representatives is recommended. Each class had at least two speakers--judges, parole officers, psychiatrists, lawyers, penologists, police officers, legislators...Also ties into Project Get Smart and field trips to court.

For More Information

Daniel Simeone or Sara Lapuk
Bloomfield Jr. High Bloomfield Mid. Sch.
330 Park Ave. 242-7701 390 Park Ave. 243-2911
Bloomfield, CT 06002 Bloomfield, CT 06002

Cross References Speakers, Law Careers, Social Studies, Community Resources

Thinking About Jobs

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 6

Audience Students

Materials Needed Worksheets, Kits, Games, AV Materials

Products N/A

Location Fairfield Elementary Schools Fairfield, CT

Program Manager Henry F. Stockmal, Jr.

Staff Needed 6th Grade Teachers

Time - Planning 4-5 Weeks

- Implementation 1 Week

Cost - Start-up None

-On-going None

Summary

This activity allows sixth graders an opportunity to explore jobs in the community and the world of work in general. One week is set aside. Students focus on the study of careers during this time. There are classroom speakers, assembly programs, field trips, and shadowing activities. Kits and games are used to provide general career awareness to students. Teachers have designed math, language arts, reading, and social studies activities where students examine problems related to the world of work. This is an excellent opportunity for research and other types of projects such as holiday boutiques. Most schools prefer this as an end of year activity to motivate 6th graders for Junior High exploration of careers.

For More Information

Henry F. Stockmal, Jr.
Stratfield School
1407 Melville Avenue
Fairfield, CT 06430 255-0421 Ext. 273

Cross References Community Resources, Career Week, Field Trips, Speakers

What If My Face Were Green?

Career Concept Self Awareness

Curriculum Focus Career Education

Grade Level 8

Audience Students

Materials Needed Masks, Role Playing Materials

Products N/A

Location Brooklyn School
Brooklyn, CT

Program Manager Stan Scraba

Staff Needed Classroom Teacher

Time - Planning Several Hours

- Implementation 1 Class Period

Cost - Start-up None

-On-going None

Summary

The purpose of this activity was to create an atmosphere that would stimulate pupils' awareness of racial prejudice. The activity was conducted during a six week Career Education module. After studying Harris' I'm OK, You're OK, students participated in role-playing activities to assist them in personalizing Harris' major concepts. A panel of 3 students was selected to represent one of Harris' "conscience voices": parent, child or adult. A fourth student was selected to face the panel and don a green mask. This student was given a question, such as, "No one would dance with me at the prom because my face is GREEN. What should I do?" Members of the panel then responded using the Harris voices. Class members were asked to provide additional situations. An oral quiz was given at the end of class to determine feelings of prejudice. A written test at the end of the unit asked students to compare various theories of personal development in answering the question, "Why to we do the things we do?"

For More Information

Stan Scraba
Brooklyn School
Gorman Road
Brooklyn, CT 06234 774-9153

Cross References Self Awareness, Role Playing

Survey the Clusters

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 7-9

Audience Students

Materials Needed Speakers, Field Trip Sites

Products N/A

Location Pawcatuck Junior High School Stonington, CT

Program Manager Harold Hoyland

Staff Needed Coordinator And Counselor

Time - Planning Full School Year

- Implementation Full School Year

Cost - Start-up Clerical Time, Transportation

-On-going Clerical Time, Transportation

Summary

Students in grades 7, 8 and 9 were given a career interest survey which reported their interests in terms of the 15 career clusters. Based on students' interests, each grade level was asked to cover 5 of the clusters. Students were then exposed to the appropriate clusters through:

1) Classroom instruction - an overview of the careers included in each cluster was presented, teachers were encouraged to infuse information about the cluster in their classwork whenever possible.
2) Speakers representing student career interests were invited to the school. Personality characteristics and personal experiences were discussed.
3) Field trips to various sites in a cluster were scheduled with several stops so that students were exposed to various work settings within a cluster.

For More Information

Harold Hoyland
Pawcatuck Junior High School
100 Field Street
Pawcatuck, CT 06379

Cross References Career Clusters, Speakers, Field Trips, Infusion, Career Inventory

Interviewing Know How

Career Concept Self-Awareness

Curriculum Focus Language Arts

Grade Level 5-8

Audience Students

Materials Needed Speakers

Products Student Materials

Location Upper Elem. & Middle Schools
West Hartford, CT

Program Manager Ruth Prosser

Staff Needed Coordinator And Classroom Teachers

Time - Planning 2 Months

- Implementation On-Going Throughout The Year

Cost - Start-up $25.00

-On-going $50.00

Summary

Interviewing is taught as a basic communication skill that will enable students to interact with all types of people in an interview situation. The format is built around the concept of "Discovery of a Person": identifying interests, hobbies, early influences, values, goals, skills and aptitudes, life style and job. Students "discover" themselves, and through planned activities are then able to transfer this discovery skill to other people. This skill is taught sequentially and is reinforced in many different activities, the most successful being "live interviews" with people in the working world.

For More Information

Ruth M. Prosser, Director of W.O.W.
West Hartford Public Schools
211 Steele Road
West Hartford, CT 06117 236-6081 Ext.210

Cross References Self-Awareness, Interviewing Skills, Language Arts, Speakers

You Are There

Career Concept Career Awareness

Curriculum Focus Social Studies

Grade Level 6-8

Audience Students

Materials Needed Materials To Recreate A Colonial Village

Products Model Of A Colonial Village

Location Mansfield Middle School
Mansfield, CT

Program Manager Beverly Nass

Staff Needed 1 Coordinator, Volunteers

Time - Planning 1-3 Years

- Implementation Full School Year

Cost - Start-up None

-On-going None

Summary

Building a colonial village serves many purposes. Students have an opportunity to plan and build a village and may make comparisons to their present community. Present day and past occupations may be contrasted. Guests may share insights into their own work. Actually operating the colonial village, as was done, gives students a first-hand opportunity to participate. The village may include a general store, jail, blacksmith, school, houses, outhouse, etc...Classes may visit and work in the village at regularly scheduled times. Evaluations may be formal or informal based on student participation at the various stages, motivation, retention of information, ability to make comparisons to careers of today and possibly in the future.

For More Information

Beverly Nass
Mansfield Middle School
205 Spring Hill Road
Storrs, CT 06268

Cross References Social Studies, Art, Hands-On Experience, Speakers

Welding School

Career Concept Occupational Orientation

Curriculum Focus Reading, Mathematics

Grade Level 7-8

Audience Students

Materials Needed
Permission Slips, Bus

Products N/A

Location Electric Boat Welding School
Groton, CT

Program Manager Illiz Izzarelli
Career Ed. Coordinator

Staff Needed Teacher, Chaperones

Time - Planning 1 Hour

- Implementation 1/2 Day

Cost - Start-up Bus Expense

-On-going None

Summary

The purpose of the visit to the Electric Boat Welding School was to emphasize the importance of attaining good reading skills and good work habits for future employability. The demonstrations and talks were well planned. Electric Boat has opened up tours to all junior and senior high schools in the area.

For More Information

Illiz Izzarelli, Career Ed. Coordinator
Dr. Helen Baldwin School
Rte. 14
Canterbury, CT 06331 546-9532

Cross References Field Trip, Language Arts, Mathematics, Employability Skills

Careers in Law

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 7-8

Audience Students

Materials Needed Police Officer With Dog, Lawyer, Media On Law Enforcement, Simulation Games

Products N/A

Location Franklin Elem. School
Franklin, CT

Program Manager Mrs. Whaley, Teacher

Staff Needed Teacher

Time - Planning Two Weeks

- Implementation One Week

Cost - Start-up None

- On-going None

Summary

After reading about different kinds of jobs in the law enforcement area, we invited two police officers and their police dog and a lawyer to the school to talk to the children. You can imagine the appeal this had for the children. The officers put the dog through its paces. The lawyer discussed different types of law and what it takes to be a good lawyer. Questioning from the group was spirited. Later we played a simulation game of a trial.

For More Information

Mrs. Whaley
Franklin Elementary School
Route 207
North Franklin, CT 06254

Cross References Law Careers, Speakers, Career Awareness

My Real Interests

Career Concept Values Clarification

Curriculum Focus Interdisciplinary

Grade Level 8

Audience Students

Materials Needed Paper, Pencils

Products N/A

Location Brooklyn Elem. School Brooklyn, CT

Program Manager Jim Schaffer

Staff Needed Teacher

Time - Planning 2 Hours

- Implementation 2 Classroom Periods, 2 Months Apart

Cost - Start-up None

-On-going None

Summary

In March, students listed 10 warm weather activities in which they planned to participate. At the end of May, the lists were returned to the students and they checked to see how many of the activities had been accomplished. This helps the students focus on their real interests and plan their calendars.

For More Information

Jim Schaffer
Brooklyn Elementary School
Gorman Road
Brooklyn, CT 06234 774-9153

Cross References Self-awareness, Values Clarification

Youth Motivation Program

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 7

Audience Students

Materials Needed Speakers, Food for Concluding Breakfast

Products N/A

Location Putnam Elementary School, Putnam, CT

Program Manager Richard Jaquish, Ben Morgan

Staff Needed Teachers, Career Education Coordinator

Time - Planning 3 Hours

- Implementation 1 Class Period Per Week For 5 Weeks

Cost - Start-up $30.00

-On-going None

Summary

In cooperation with Northeast Utilities, 13 community speakers were recruited representing a wide range of occupations found in the area. After a 3-hour training session, the speakers were paired, and then spent 1 hour a week talking with students about the relationship between school subjects and careers. Over the 5-week period, each 7th grade student had contact with 10 speakers. At the end of the program, the students decided that they would like to have a breakfast for the speakers. Food was cooked and served by the 7th grade students. Certificates of participation were distributed to the speakers and all of the students.

For More Information

Richard H. Jaquish, Career Ed. Coordinator
Putnam Public Schools
Wicker Street
Putnam, CT. 06260 1-376-2403

Cross References Speakers, Career Awareness, Food Services

Testing Career Choices

Career Concept Career Exploration

Curriculum Focus Vocational Education

Grade Level 7-8

Audience Students

Materials Needed Information Sheets, Permission Slips, Evaluation Sheets

Products N/A

Location Kramer Middle School Willimantic, CT

Program Manager Barbara Burdette-Hood

Staff Needed Coordinator

Time - Planning 2 Weeks

- Implementation 2 Weeks

Cost - Start-up None

-On-going None

Summary

This program offers middle school students the opportunity to observe and speak with a community worker who is involved in a career that is of interest to the student. Through the first-hand experience , each student learns of the demands and rewards related to the field. The experience helps the student decide whether or not the career is worth pursuing. These same students work with the New England Occupational Information Systems Interest and Ability Survey (Explore). Job descriptions and training requirements are obtained from the computerized career resource program pertaining to the field chosen by each student. Information and experiences are shared during class discussions.

For More Information

Barbara Burdette-Hood 423-8401
Career Education Coordinator Ext. 55
322 Prospect Street
Willimantic, CT 06226

Cross References Field trips, Shadowing, Career Planning, Computerized Guidance Tools

Follow That Career

Career Concept Shadowing

Curriculum Focus Interdisciplinary

Grade Level 6

Audience Students

Materials Needed Student Worksheet Including Interview Form

Products Parent And Community Resources List

Location Elementary Schools Fairfield Public Schools

Program Manager Henry F. Stockmal, Jr.

Staff Needed 6th Grade Teachers

Time - Planning 4 Weeks

- Implementation 1 Week

Cost - Start-up None

-On-going None

Summary

This activity is designed to give students the opportunity to experience a work environment first hand by spending a day or part of a day with a parent, relative, friend or other worker in his/her place of employment. Preliminary in-school work includes: development of an interview form on what to look for, classroom discussions on types of work people do, etc. This activity can run as a separate program, however, most teachers have used this as one of several activities during a career awareness week program.

For More Information

Henry F. Stockmal Jr.
c/o Stratfield School
1407 Melville Avenue
Fairfield, CT 06430 255-0421 Ext. 273

Cross References Career Week, Community Resources, Shadowing

Why We Go to School

Career Concept Career Awareness

Curriculum Focus Language Arts

Grade Level 7-8

Audience Students

Materials Needed Speakers, Media Equipment

Products N/A

Location Sayles Elementary School Baltic, CT

Program Manager Joy Kivela

Staff Needed 5 Teachers, 1 Aide

Time - Planning 2 Months

- Implementation 3-1/2 Hours

Cost - Start-up $25.00

-On-going None

Summary

By listening to and watching films and slides shown by business persons in the area, the students were able to learn the relationship between school subjects and the working world. In addition to the obvious development of career awareness, a number of students were given the opportunity to become active in real-life situations. They worked as guides ushering visitors around school. They worked as parking lot attendants and traffic directors. Some students worked with food service workers in preparing refreshments. Others worked as public speakers introducing visiting speakers to the audience.

For More Information

Joy Kivela
Sayles Elementary School
Route 97
Baltic, CT 06330 882-6501

Cross References Speakers, Decision Making, Career Fair, Career Awareness, Language Arts

A Week of Careers

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 6-8

Audience Teachers, Students

Materials Needed Student Worksheets, Values Audio Visual Materials, "Bread & Butterflies", (Video Tapes), "Real World" And "Career World" (Periodicals) Occupational Mini-Briefs "Vocational Biographies", Evaluation Forms

Products Curriculum Guides

Location Stamford Middle Schools Stamford, CT

Program Manager Arlene Gottlieb, Career Information Counselor

Staff Needed Teachers

Time - Planning 5 Hours

- Implementation 1 Week

Cost - Start-up None

-On-going None

Summary

A career awareness curriculum was developed and presented to the teaching teams. The teachers could modify or add to this program to meet their individual needs. The teams were encouraged to plan together in deciding what activities and materials they would use to avoid duplication and to give the students an opportunity to be exposed to working with many different kinds of career materials. Each teacher set aside one day of an agreed upon week to have career lessons with each class they met with that day. At the end of the week the students had five career days. A student project culminated the unit. Each student had an orientation to the career center. Letters were sent home to the parents informing them of "Career Week" and asking them to share their experiences and their feelings about their careers. Student and teacher evaluations were distributed. The teachers were enthusiastic about the week and the students generally positive. We will continue this unit next year with some modifications as a result of the teacher and student evaluation forms.

For More Information

Arlene K. Gottlieb, Career Information Counselor
Stamford Public Schools
195 Hinsdale Avenue
Stamford, CT 06902 358-4751

Cross References Career Week, Career Awareness, Curriculum Development

Students Counsel

Career Concept Educational Planning

Curriculum Focus Interdisciplinary

Grade Level 7-8

Audience Students

Materials Needed High School Student Speakers

Products N/A

Location Milford Public Schools
Milford, CT

Program Manager John Dolan And Peter Muratore, Career Ed. Coordinators

Staff Needed C.E. Coordinators, Counselors

Time - Planning 1 Month

- Implementation 1 Class Period

Cost - Start-up Transportation

-On-going Transportation

Summary

High school students speak to 7th and 8th grade students about the various career and vocational courses offered at the high school. This activity prepares the 8th graders for making important subject selections without a loss of time in the fall of their freshman year and supplies them with information from individuals to whom they can relate. This activity is also valuable to the participating high school students.

For More Information

John W. Dolan (K-8)
Peter C. Muratore (9-12)
Eel's Hill Road
Milford, CT 06460 878-5771

Cross References Decision Making, Guidance, Speakers

Advertising Education

Career Concept Job Simulation

Curriculum Focus Art

Grade Level 7-8

Audience Students

Materials Needed Billboard Space, Art Supplies

Products Billboard

Location Roberto Clemente Middle School New Haven, CT

Program Manager Marie Edmendes, Art Teacher

Staff Needed Teacher

Time - Planning 2 Months

- Implementation 1 Month

Cost - Start-up None

-On-going None

Summary

While looking at the kinds of work that commerical artists do within a unit on the Fine Arts and Humanities cluster, designing billboards was discussed. The excitement of this discussion resulted in students writing letters requesting a billboard company to donate billboard space so that the students could design and put up their own billboard. Each student in the 2 classes had a responsibility for at least one of the jobs in the billboard production. The outcome was a billboard on a public highway on the topic of school improvement. Students had an opportunity to participate in job simulation as well as to see the interrelatedness of all academic skills to work situations.

For More Information

Vincent Gagliardi
Career Ed. Coordinator
185 Barnes Avenue
New Haven, CT 06513
787-6480

Cross References Art, Community Involvement, Job Simulation, Hands-On Experience, Career Exploration

Read All About It!

Career Concept Job Exploration

Curriculum Focus Reading

Grade Level 8

Audience Students

Materials Needed Newspapers, Career Reference Material

Products N/A

Location Griswold Elementary School Jewett City, CT

Program Manager Annabelle F. Curran, Teacher

Staff Needed Teacher

Time - Planning 2 Weeks

- Implementation 3 Weeks

Cost - Start-up None

-On-going None

Summary

Using their newspapers brought from home, students research a project. Depending on the ability of the student, they are asked to prepare a scrapbook of newspaper articles or they put together a research report using the newspaper, encyclopedia and other reference materials. Students are all given different topics to research which may involve bibliographic information, details on newspaper career or research of concepts important to newspaper production. The unit encourages students to read the newspaper and practice critical reading. It also demonstrates the importance of news-related jobs and the practical use of various communication and research skills.

For More Information

Annabelle F. Curran
Griswold Elementary School
Slater Avenue
Jewett City, CT 06351 376-2480

Cross References Job Exploration, Reading, Newspaper, Infusion

The World of School Work

Career Concept Career Exploration

Curriculum Focus Interdisciplinary

Grade Level 6-8

Audience Students

Materials Needed Speakers, Posters, Table For Speakers, Brochures

Products N/A

Location Cloonan Middle School Stamford, CT

Program Manager Arlene Gottlieb

Staff Needed Coordinator

Time - Planning 1 Period

- Implementation 2 Periods

Cost - Start-up None

-On-going None

Summary

The speakers were selected from the students' school: a media aide, head custodian, purchasing manager - food service. The speakers shared their present job description, preparation for the job, advantages and disadvantages of job and jobs they had before their present one. The students enjoyed learning that workers, particularly in their school, are real people...they went to school, had choices to make about various career possibilities, and they like and dislike various aspects of their jobs. A custodian said a disadvantage of his job was chat he loved the school and took great pride in his work and felt really badly when the students vandalized the place he cared for. This really "hit" the class.

The response from the teachers, students and speakers themselves was so positive that we plan to continue and expand the program next year.

For More Information

Arlene Gottlieb, Career Information Counselor
Stamford Public Schools
195 Hinsdale Avenue
Stamford, CT 06902 358-4751

Cross References Speakers, Career Exploration

Career Cinema

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 6-8

Audience Students

Materials Needed Movie Projector, Screen, Films

Products N/A

Location Memorial School Region #13

Program Manager Carie Hammond, Counselor

Staff Needed 1 Teacher

Time - Planning Time To Order And Preview Films

- Implementation 1 Period, 20-25 Times A Year

Cost - Start-up Cost To Rent Films Or Join A Film Library

- On-going Same

Summary

In the "Career Cinema", located in the Career Center, films focusing on careers are shown throughout the year. Out of 20-25 career films shown each year, each student in the school is required to see at least two films. Each film should be shown a couple of times to allow students ample opportunity to view it. After the movie, a discussion takes place followed by an evaluation of the film.

For More Information

Carie Hammond
Memorial School
Hubbard Street
Middlefield, CT 06455 349-3439

Cross References Career Awareness, Media Presentation

Mini-Career Day

Career Concept Career Day

Curriculum Focus Interdisciplinary

Grade Level 8th Grade

Audience Students

Materials Needed Speakers, Career Newsletters

Products N/A

Location Nathaniel White Middle School Cromwell, CT

Program Manager John A. Neville, Career Coordinator

Staff Needed Teachers

Time - Planning 6 Weeks

- Implementation 1 Morning

Cost - Start-up None

- On-going None

Summary

The coordinator arranged for 6 representatives of diversified occupations to speak with the 8th grade students. The students were divided into 6 groups and met with each speaker for approximately 20 minutes. Half this time was devoted to the speakers' presentation and the rest of the time was for students' questions. In preparation for the mini-Career Day, newsletters about the occupation were distributed and discussions were encouraged. Students were also encouraged to seek out more information about the occupations which interested them most following the mini-Career Day.

For More Information

John A. Neville, Career Coordinator
Nathaniel White Middle School
41 West Street
Cromwell, CT 06416

Cross References Career Day, Speakers, Newsletter, Career Awareness

On the Job Training

Career Concept Career Exploration

Curriculum Focus Guidance

Grade Level 7-8

Audience Students

Materials Needed Printed Matter To Communicate With Employers

Products Student Reports, Sound-Slide Presentations, Employer Evaluations

Location Clark Lane Junior High School Waterford, CT

Program Manager Edward Nardone

Staff Needed Coordinator

Time - Planning 6 Weeks

- Implementation On-Going Throughout School Year

Cost - Start-up Transportation

-On-going Transportation

Summary

Selected junior high school students visit local business and industry following in-depth assessment of their career interests with their counselor. Several jobs are identified for each student to explore. Students visit job sites from 9:00 AM to noon one day a week throughout the school year.

This experience has been used as a reward for improved classroom achievement. Students should be placed individually for visitations. Two students should not visit a job simultaneously.

Employers, parents and students are very enthusiastic about the program. Some students have earned part-time jobs for the summer as a result of their visitations.

For More Information

Edward Nardone
Waterford Public School
1000 Hartford Road
Waterford, CT 06385 443-1841

Cross References Interviews, Job Exploration, Community Resources, Shadowing

Career Speakers

Career Concept Community Involvement

Curriculum Focus Interdisciplinary

Grade Level 8

Audience Students

Materials Needed Speakers, Video-Taping Equipment

Products Video-tapes

Location Orchard Hill Jr. H.S. North Haven, CT

Program Manager John Klesey, Counselor

Staff Needed Guidance Counselor, Vocational Counselor

Time - Planning 1 Week

- Implementation 3 Months

Cost - Start-up None

-On-going None

Summary

A series of discussions led by community speakers and arranged by the Vocational Coordinator was initiated by the 8th grade Counselor. An important objective of this program was to help students choose the most appropriate subjects for their career goals. Career survey sheets distributed at the beginning of the school year were the basis for student involvement in each group. All sessions were video-taped and will be used with future groups.

For More Information

Manuel Oliveira
Vocational Coordinator 239-1641
222 Maple Avenue Ext. 227
North Haven, CT 06473

Cross References Speakers, Career Awareness, Community Involvement

Community Workers Map

Career Concept Career Awareness

Curriculum Focus Social Studies

Grade Level 5-8

Audience Students

Materials Needed Map Of Town's Business District With Individual Businesses Marked, List Of Workers Employed In These Businesses

Products None

Location Middle Gate School
Newtown, CT

Program Manager Dr. Frank Perry

Staff Needed Teacher

Time - Planning 4 Hours

- Implementation One Classroom Period

Cost - Start-up None

- On-going None

Summary

The object of this demonstration lesson was to familiarize students with the large variety of workers who work in Newtown, as part of a unit on mapping.

A map of the Newtown central business district was distributed to the students along with a list of people who work in various locations on the map. The students used the workers list to help them make a list of possible employees for each business. A bulletin board display entitled "Workers in Newtown" was made from completed maps. Students circled places they had visited. A game was then played with the maps. Students were asked such questions as, "Where would I go in Newtown to get the latest novel?" (bookstore).

The children received a keener understanding of the town in which they live by this unique approach.

For More Information

Dr. Frank Perry, Curriculum Coordinator
Newtown Public Schools
11 Queen Street
Newtown, CT 06470 426-5807

Cross References Career Awareness, Map Skills, Community Awareness, Social Studies

Students Go to Work

Career Concept Career Exploration

Curriculum Focus Interdisciplinary

Grade Level 8

Audience Students

Materials Needed Business Representatives, Community Resources Guide

Products N/A

Location Ledyard Jr. High School
Gales Ferry, CT

Program Manager Ruth Kuziak, Dick Silva, Facilitators

Staff Needed Facilitators, Clerical Aide

Time - Planning 2-3 Weeks

- Implementation Several Hours Per Child

Cost - Start-up $500.00

- On-going $500.00

Summary

This job shadowing program provided 120 eighth graders and 5 seventh graders with the opportunity to obtain first-hand observations of careers of their choice by spending time on the job with workers employed in those careers. The Job Shadowing Program activities were coordinated by a Job Shadowing Facilitator. Opportunities for participation will be available to all eighth grade students. Some seventh grade students may be included if time permits. Students will not be expected to make permanent or definite career decisions at this time. Students are only expected to select careers in which they have a current interest. The shadowing experience is designed to be one of several methods students can use to help determine if they wish to continue pursuit of a given career or to discover that they may no longer be interested in or do not have the aptitude for selected careers. Good role models were chosen. The students may be referred by parents, teachers, guidance counselors, or school administrators. A special education student was placed with the school custodian and at a service station.

For More Information

Ledyard Junior High School
1860 Route 12
Gales Ferry, CT 06335

Cross References Career Exploration, Shadowing, Community Awareness

From the Horse's Mouth

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 7-8

Audience Students

Materials Needed Speakers

Products Speakers File

Location Fairfield Jr. High Schools
Fairfield, CT

Program Manager
Henry F. Stockmal, Jr., Career Education Coordinator

Staff Needed Coordinator

Time - Planning 2 Months

- Implementation 1 Day Or Individual Periods Over A Longer Time

Cost - Start-up $25.00

- On-going None

Summary

Two types of "career speakers" activities have been carried out for 8th graders. One junior high had speakers come to school on a planned basis during November and December. Students were excused from their regularly assigned classes to hear speakers they had signed up for during career guidance classes.

In the other junior high, all classes were cancelled for one day and teachers served as room monitors. Students were assigned to specific rooms to hear speakers of their choice.

In other towns, students were scheduled to hear all speakers regardless of their personal interest so that they would be exposed to information about a wide variety of careers. Many systems have found their local Chamber of Commerce to be very helpful in finding speakers for career days.

For More Information

Henry F. Stockmal
Stratfield School
1407 Melville Avenue
Fairfield, CT 06430 255-0421 x 273

Locations of Similar Activities Region #1 (Kent, North Canaan, Salisbury), Terryville, Waterbury, Milford

Cross References Career Awareness, Community Involvement, Speakers

There's a Health Career for You

Career Concept Hands-On Experience

Curriculum Focus Interdisciplinary

Grade Level 5-12 (Special Needs)

Audience Students

Materials Needed Student Handouts: "Questions To Ask" And "Listening Skills On A Field Trip"; AV Material; "Introduction To A Hospital"; Bibliographical Information

Products N/A

Location Two Middle Schools Stamford, CT

Program Manager Arlene Gottlieb, Career Information Associate

Staff Needed Coordinator

Time - Planning Several Months

- Implementation 4 Hours

Cost - Start-up None

-On-going None

Summary

The students were exposed to realistic job opportunities in a hospital. They visited the laundry, food service, clerical, custodial, security and nursery facilities. They were introduced to the student volunteer program and were enthusiastic about the possibilities of being able to work with patients, gaining work experience as well as wearing a uniform beginning at age 14.

The students arrived at the hospital with many fears about career possibilities in a hospital and left eagerly discussing the areas they might like to work in.

The program was very successful and will be continued. We expect to expand this program to a larger student population, as well as utilizing additional health care facilities in the community.

For More Information

Arlene Gottlieb
Career Information Counselor
Stamford Public Schools
Stamford, CT 358-4751

Cross References

Health Services, Special Needs, Field Trips
Job Exploration

Career of the Week

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 5-12

Audience Students

Materials Needed Speakers, Media, Art Supplies

Products None

Location Shepaug Valley Middle And High Schools Washington, CT

Program Manager Linwood Fleisher, AV Coordinator

Staff Needed Library Staff, Classroom Teachers, Aides

Time - Planning 3-4 Days

- Implementation Full School Year

Cost - Start-up $1,900.00

-On-going $8,000.00

Summary

The "Career of the Week" was conceived by the library staff to highlight one career each week. Posters were made in the art department to "advertise" the career, materials were displayed in the media center and a narrative of the career was announced over the public address system each week. Students and teachers were encouraged to attend presentations by representatives of career areas of interest to them. In the individual classrooms the teachers related the career of the week to the subject matter being taught. This program was very successful and will be continued next year.

For More Information

Mrs. Marsh, Librarian
Shepaug Valley Middle School
Pickett Road
Washington, CT 868-7326

Cross References Career Awareness, Art, Speakers, Community Involvement, Infusion

Curriculum Institute

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Teachers

Materials Needed Career Education Activity Guides

Products 180-day Curriculum Packets

Location Danbury Public Schools Danbury, Ct.

Program Manager Alex Boychuck

Staff Needed 14 Faculty Coordinators

Time - Planning 4 Months

- Implementation 14 Days

Cost - Start-up $12,000

- On-going None

Summary

This two-part career education staff development effort began with a half-day orientation seminar for all teachers. From that session a group of fourteen teachers was identified to work on the second phase of the process.

A thirteen-day "curriculum institute" was held so that the teachers could prepare a 180-day curriculum activity packet for their subject area. Teachers were assisted in identifying and validating major concepts within their subject area that related to career education concepts. Strategies and activities were then identified so that teachers could reinforce how the skill is used by different workers.

For More Information

Alex Boychuck
Beaver Brook School
Beaver Brook Road
Danbury, CT 06810 797-4733

Cross References Staff Development, Infusion, Curriculum Development

Extra! Extra!

Career Concept Infusion

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Professional And Support Staff

Materials Needed Paper For Reproduction

Products Staff Newsletter

Location Valley Regional High School Deep River, CT

Program Manager Charles T. O'Donnell

Staff Needed Coordinator

Time - Planning 1 Week

- Implementation 1 Week Each Month

Cost - Start-up None

-On-going None

Summary

Each month a newsletter is distributed to the staff in the district. It's purpose is two-fold. It contains factual career information designed for direct infusion into the day to day activities of classes at all levels. Further, it contains items designed to stimulate staff interest in the area of career education. It is by design a one-page two-sided sheet of short, hard hitting items which can be read and digested in the time it takes to finish a cup of coffee during a planning period.

For More Information

Charles T. O'Donnell
Valley Regional High School
Kelsey Hill Road
Deep River, CT 06417

Cross References Newsletter, Curriculum Development, Infusion, Staff Development

Community Resource Guide

Career Concept Community Resources

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Interview Forms

Products Community Resource Card File

Location Regional District #7

Program Manager Dr. A. Raymond Rogers

Staff Needed CEW Council Members

Time - Planning Several Days

- Implementation Ongoing

Cost - Start-up Under $10

-On-going None

Summary

Each member of the Community Education Work (CEW) Council was given five forms to fill out with names of members in the community who were available as speakers to the students. Also included were businesses and industries which were available for work-study experience, tours and/or shadowing. These forms were then returned and the information was placed in a card file according to career clusters. This resource book is to be continually updated and was kept in the Regional #7 media center and managed by the Regional #7 media personnel.

For More Information

Joanna Guldalian, CE Specialist
RESCUE, RR1,
Hut Hill Road
Bridgewater, CT 06752 354-2218

Cross References Speakers, Career Cluster, Community Resources, Inventory, CEW Council

The ABC's of Career Education

Career Concept Occupational Orientation

Curriculum Focus Interdisciplinary

Grade Level K-8

Audience Students

Materials Needed List Of Speakers

Products Speakers List

Location Hartford Public Schools Hartford, CT

Program Manager Gordon D. Gross, Coordinator EDS

Staff Needed Coordinator

Time - Planning 2 Months

- Implementation Ongoing

Cost - Start-up None

-On-going None

Summary

Children should be exposed to various occupations during their earlier years in order to facilicate the future career choices. Exposure to speakers from various occupations (10 each year) during their elementary school career aids them in beginning to assess their goals before reaching high school. The ten speakers address themselves to their respective job descriptions, qualifications necessary for their occupation, benefits of their occupation, and how to handle an interview. Each speaker provides audio/visuals, hands-on materials, and/or examples of their work, when appropriate. Students have the opportunity to experiment with some of the occupations as part of our total Micro Society Program.

For More Information

Gordon D. Gross, Coordinator, Econ. Dev. Syst.
Hartford Bd. of Education
249 High Street, Room 15
Hartford, CT 06103 566-6447

Cross References Community Resources, Career Awareness, Speakers

Community Resources

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Business/ Industry Survey

Products Community Resources Guide

Location Project LEARN
East Lyme, CT

Program Manager Linda Keirans
Career Ed. Consultant

Staff Needed Program Coordinator

Time - Planning 2 Months

- Implementation 6 Months

Cost - Start-up Production Costs

- On-going Costs to Update Material

Summary

The Community Resources Guide was designed to provide detailed information on available and emerging occupations in the Southeast part of Connecticut. To collect this information, a survey form was developed for interviewing 450 area employers. The data collected provided information about specific jobs and employers as well as information on field trip possibilities, willingness to send speakers to the schools, availability of instructional or promotional materials and many other details important to a good career education program.

It is important to note that the business people were interviewed, surveys were not merely mailed out. Also, much more information was gathered than just the name of a possible speaker
a very valuable job information resource.

For More Information

Linda Keirans
Project LEARN
P.O. Box 220
East Lyme, CT 06333

Cross References Speakers, Community Resources, Survey

High School-9-12

H-1 Project Communicate *North Haven*
H-2 Counseling Youth *Southington*
H-3 We're On Our Way *Wallingford*
H-4 Occu-File *Stamford*
H-5 BUTH *Old Saybrook*
H-6 Why Study Social Studies *Hamden*
H-7 Get Your Feet Wet *Monroe*
H-8 What Career Is Right For You? *Bridgeport*
H-9 It Pays To Use CASH *Shelton*
H-10 Put Your Career Into Focus *Greenwich*
H-11 Community Career Contacts *Newington*
H-12 Career Education Goes Hollywood *Fairfield*
H-13 Act It Out *Avon*
H-14 Working For The Joy Of It *Norwalk*
H-15 Career Week *Ridgefield*
H-16 Be My Shadow *Ellington*
H-17 CARE *Killingly*
H-18 How To Survive A Job Interview *Groton*
H-19 Say "YES" *New Canaan*
H-20 English Spoken Here *Bridgeport*
H-21 High School Interns *Willimantic*
H-22 Plan B *Guilford*
H-23 Help Wanted *Stamford*
H-24 Assessing Student Interests *Pawcatuck*
H-25 The Shadow Knows *Berlin*
H-26 Job Skills *Bridgeport*
H-27 Job Searching *East Hampton*
H-28 Career Mapping *Brooklyn*
H-29 Career Math *Old Saybrook*
H-30 Is There A Language In Your Future *Fairfield*
H-31 Career News *Torrington*
H-32 Planning Your Course *Branford*
H-33 Math Skills In Non-Traditional Careers *Bridgeport*
H-34 The Community School *West Hartford*
H-35 The Center Of Activity *Greenwich*
H-36 Round Robin *South Windsor*
H-37 Tactics For Teachers *Trumbull*
H-38 Then And Now *East Hampton*
H-39 Today's Special *Bridgeport*
H-40 Preventing First Job Jitters *Watertown*
H-41 Career Inventory *Southbury*
H-42 Finishing School *Old Saybrook*
H-43 Student Staffed Resouce Center *Fairfield*
H-44 On Location *Stratford*
H-45 Mini-Office Simulation *Torrington*
H-46 Social Science Interning *Westport*
H-47 There's A Health Career For You *Stamford*
H-48 Career Of The Week *Washington*
H-49 Curriculum Institute *Danbury*
H-50 Extra! Extra! *Deep River*
H-51 Community Resource Guide *Regional District # 7*
H-52 Community Resources *Project LEARN*

Project Communicate

Career Concept Infusion

Curriculum Focus Mathematics

Grade Level 10-12

Audience Teachers

Materials Needed Transportation, Community Resources

Products Lesson Plans, Curriculum Materials

Location North Haven High School, North Haven, CT

Program Manager Betty DeMayo, Teacher

Staff Needed Teacher, Vocational Coordinator

Time - Planning 2 Weeks

- Implementation 3 Months

Cost - Start-up Travel Expenses

-On-going Travel Expenses

Summary

In order to make Mathematics more meaningful to students, teachers visited schools, businesses and manufacturing firms. These visitations were arranged by the Vocational Coordinator. The purpose of these visits was for the instructor to see first hand how math is used in the above institutions. The length of the visits varied from two to four hours and took place during and after the school day. Professional time was granted to the instructor. As a result of these visits, curriculum revision has already begun in some units.

For More Information

Manuel Oliveira
Vocational Coordinator 239-1641
222 Maple Avenue Ext. 227
North Haven, CT. 06473

Cross References Mathematics, Curriculum Development, Community Involvement, Infusion

Counseling Youth

Career Concept Employability Skills

Curriculum Focus Interdisciplinary

Grade Level 9

Audience Students

Materials Needed Representatives Of Key Club And Kiwanis Club

Products N/A

Location Two Junior High Schools Southington, CT

Program Manager Armand Solomita

Staff Needed Kiwanis Members, Key Club Members

Time - Planning 2 Months

- Implementation 2 Weeks

Cost - Start-up None

-On-going None

Summary

A joint project between the Southington Key Clubs and Kiwanis Clubs was undertaken in the two Junior High Schools. The Key Club and Kiwanis Club worked together in teams of 3 (one Kiwanian and two Key Clubbers) and spoke to classes. In role-playing situations, the Kiwanian was the employer and the Key Clubbers were potential job seekers. The right and wrong way of taking part in an interview was stressed. Students also discussed attitudes and the importance of a neat and well written application.

The response was very positive and plans are in the making to implement the concept in grades K-12.

For More Information

Mr. Armand R. Solomita
Coordinator-Career and Voc. Education
720 Pleasant Street
Southington, CT. 06489

Cross References Employability Skills, Speakers, Community Resources, Job Interviews

We're on Our Way

Career Concept Occupational Orientation

Curriculum Focus Business Education, Vocational Education

Grade Level 10-12

Audience Students, Advisory Group; Parents (PTA), Business, Industry

Materials Needed Film, Camera, Slide Projector

Products Slide Presentation

Location Mark T. Sheehan High School Wallingford, CT

Program Manager Milda B. Feehan

Staff Needed 1 Teacher/Coordinator, 1 AV Person

Time - Planning 1 Month

- Implementation 3 Months

Cost - Start-up Slide Film And Developing Costs

-On-going None

Summary

A slide presentation was developed for 10th graders to show Cooperative Work Experience/Business Office Education students out on the job and the various types of offices in which they work. The companies contacted were more than eager to participate. After this collective job slide presentation was made, we filmed a slide presentation of "One Day in the Life of a (cooperative) Work Experience/Business Student--a Data Entry Operator". This will be up-dated by slides of additional students working for other companies in different types of jobs.

For More Information

Milda B. Feehan
Mark T. Sheehan High School
142 Hope Hill Road
Wallingford, CT. 06492

Cross References

Business Education, Media Presentation, Vocational Education, Occupational Orientation, Internship

Occu-File

Career Concept Career Exploration

Curriculum Focus Interdisciplinary

Grade Level 9-12 (Special Needs)

Audience Students

Materials Needed Career Center Resources

Products N/A

Location Stamford High Schools
Stamford, CT

Program Manager Rita Cooper, Career Counselor

Staff Needed Career Counselor

Time - Planning Minimal

- Implementation 2-5 Class Periods

Cost - Start-up None

-On-going None

Summary

The Occu-File (Occupational Awareness Mini-Briefs) which is divided into sections for EMR, partially sighted, aurally handicapped, orthopedically handicapped and learning disabled, was utilized by the career counselor as a guidance tool for those students identified as handicapped. When students expressed a need for further career exploration, direction was given to the other resources in the Career Information Center, including easy reading material (sections of "Real World" magazine and "Connecticut View Deck Easy Reader") or audio-visual material such as filmstrips, tapes, etc.

For More Information

Rita Cooper, Career Information Counselor
Guidance Dept. - Stamford Public Schools
195 Hillandale Avenue
Stamford, CT 06902 358-4751

Cross References Special Needs, Career Resource Center, Career Exploration

BUTH

Career Concept Hands-On Experience

Curriculum Focus Industrial Arts

Grade Level 9-12 (Special Needs)

Audience Students

Materials Needed Lumber, Wood Shop Materials

Products 4-Shelf Colonial Style Bookcases

Location Old Saybrook High School
Old Saybrook, CT

Program Manager Ed Winarski, Teacher

Staff Needed Coordinator, Wood Shop Teacher

Time - Planning 1 Month

- Implementation Full School Year

Cost - Start-up $1,000

-On-going $300-$400

Summary

"Basic Use of Tools for the Handicapped" is funded under the Connecticut Vocational Education Grants Program. Objectives are enhancement of employability; identification, demonstration and explanation of the use of hand tools, and some power tools; basic measurements and identification of woods. Five to seven students per semester work directly in the wood shop under the supervision of the wood shop teacher and the special needs teacher during one period of the day. Students work on one product, a colonial bookcase, that is sold at school tag sales. The general public may purchase products at a very low percentage over cost.

For More Information

Edward J. Winarski, Special Needs
Old Saybrook High School
1111 Boston Post Road
Old Saybrook, CT 06475 388-4601

Cross References Special Needs, Vocational Education, Hands-on Experience, Industrial Arts

Why Study Social Sciences

Career Concept Infusion

Curriculum Focus Social Studies

Grade Level 10-12

Audience Teachers

Materials Needed Career Education Infusion Materials

Products Booklet (Available In Limited Supply)

Location Hamden High School
Hamden, CT

Program Manager Bill Pfeffer

Staff Needed Classroom Teachers

Time - Planning 2 Months

- Implementation Full School Year

Cost - Start-up $700.00

-On-going Minimal

Summary

An activity book was designed for use by social studies teachers to document ways of relating career education to the current social studies curriculum. This infusion approach allows the teacher to make students aware of the opportunities afforded them in the social sciences and thus make their education more relevant. A list of social science-related occupations, opening day activities, and a list of integrated activities, along with the rationale for career education infusion are the components of this activity book.

For More Information

Ellen Thompson
Hamden High School
2040 Dixwell Avenue
Hamden, CT 06514

Cross References Social Studies, Infusion, Curriculum Development

Get Your Feet Wet

Career Concept Internships

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed Cooperating Businesses

Products N/A

Location Masuk High School
Monroe, CT

Program Manager Mrs. Diana Schwerdtle, Career Internship Counselor

Staff Needed 1 Internship Counselor/Coordinator, Secretarial Help

Time - Planning Full School Year

- Implementation Full School Year

Cost - Start-up $3,000.00

-On-going $3,000.00

Summary

The Career Internship Program (CIP) provides on-site career exploration experiences at area business and industry locations. Students, individually or in small groups, spend an average of two afternoons per week for six to eight weeks "shadowing", learning career requirements and opportunities, participating in actual tasks wherever possible.

The Vocational Internship Program (VIP), provides entry level skills training by using community sites and personnel as teaching locations. For example, an air conditioning and heating internship was offered by local AC contractor. The class was taught by him at his plant two evenings per week for 8 weeks, 12 students enrolled. A follow-up survey of students and parents indicated overwhelming approval of this problem. Sample comments: "Fantastic - one of the best experiences I have ever had." and "Every student should have this opportunity."

For More Information

Diana Schwerdtle, Career Internship Counselor
Masuk High School
Route 111
Monroe, CT 06468 268-6201

Cross References Community Resources, Shadowing, Interdisciplinary Employability Skills

What Career is Right for You?

Career Concept Decision Making

Curriculum Focus Interdisciplinary

Grade Level 10, 11

Audience Students

Materials Needed Filmstrips And Cassettes On Careers In Appropriate Areas Of Interest

Products Reports On Careers, Flow Chart On Planning For Your Career

Location Central High School Bridgeport, CT

Program Manager Rhoda Kraus, Teacher

Staff Needed Career Ed. Specialist, Classroom Teacher

Time - Planning 2 Weeks

- Implementation 4 Weeks

Cost - Start-up Career Filmstrips

- On-going None

Summary

Students were introduced to the idea of planning for a career and charting their progress to reach their goals. They first indicated areas of interest for possible careers. The Career Education Specialist then showed filmstrips on chosen careers. The purpose was to see what the selected career could offer students and what qualifications were needed to enter each field. Students chose two careers, indicating related occupations in each choice, and wrote reports on each, including flow charts indicating what responsibilities would be involved to reach their goals. The filmstrips opened their eyes to much new information, and often new choices were made before career investigations were begun. Career investigations and job searches also led to revision and change in many career plans, and students became aware of this process as a positive means of decision making, and a permanent way of life.

For More Information

Phyllis Garrison
Career Education Specialist
Bassick High School, Rm. 165
Bridgeport, CT. 06605 576-7782

Cross References Job Exploration, Career Awareness, Decision Making

It Pays to Use CASH

Career Concept Career Exploration

Curriculum Focus Social Studies

Grade Level 12th Grade

Audience Students

Materials Needed Contracts

Products Student Journals And Logs

Location Shelton High School
Shelton, CT

Program Manager Leon Sylvester, Director Of Career & Vocational Education

Staff Needed Teacher/Coordinator

Time - Planning Full School Year

- Implementation Full School Year

Cost - Start-up None

-On-going Travel Costs For Coordinator To Maintain Contact With Students

Summary

C.A.S.H. (Careers At Shelton High) is a one-year elective offered to seniors through the Social Studies Department. Students spend one full (unpaid) working day weekly at a selected worksite. Up to three placement changes can be made in the course of the year, although a student typically remains at one site. The 30 - student course is highly popular; presently has a waiting list of over 80 applicants. It meets a variety of needs: some students enroll because they know exactly what they want, others want to explore several occupational interests, others have no idea what is suitable for them. Contracts specifying responsibilities are signed by student, worksite representative, and parent. Placement sites are regularly developed according to interests of enrollees.

For More Information

Leon Sylvester, Director Career/Voc. Ed.
Shelton High School
Meadow Street
Shelton, CT 06484 735-9854

Cross References Career Exploration, Social Studies, Community Awareness

Put Your Career into Focus

Career Concept Career Exploration

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Print And Audio Visual Materials And Speakers

Products N/A

Location Greenwich High School Greenwich, CT

Program Manager Work/Experience Counselor

Staff Needed Speakers

Time - Planning 2-3 Weeks

- Implementation 1 Day

Cost - Start-up None

-On-going None

Summary

We have replaced our annual Career Day, complete with dozens of speakers from many career areas, with the "Career Focus Program." Under our present arrangement, specific occupations are highlighted on specified days during the school year. For example, a recent Career Focus Day featured careers in engineering. As is customary, in the Student Center (the hub of the school), a large bulletin board displayed computer print-outs, articles and pictures on engineering careers. Nearby, an enclosure was set up where students could come to meet and talk to practicing engineers on a one-to-one basis. In some classrooms (advanced math or science classes) guests spoke about their jobs. Two panel discussions were held where seven guests (mechanical, chemical, civil, electrical and petroleum engineers--three of them women) talked about their jobs, including such information as preparation required, traits needed for success, possible remuneration, outlook for future employment and the make-up of a typical work day. This is the basic format which is used for most of our Career Focus Day programs.

For More Information

Robert Corbo
Greenwich High School
10 Hillside Road
Greenwich, CT 06830

Cross References Career Fair, Speakers, Career Exploration

Community Career Contacts

Career Concept Occupational Orientation

Curriculum Focus Interdisciplinary

Grade Level 11-12

Audience Students

Materials Needed Community Resource Persons

Products Experience Site Catalog, Descriptive Pamphlets, Applications For Students, Site Availability Guide

Location Newington High School Newington, CT

Program Manager Patricia Landers, Guidance Director

Staff Needed Counselors

Time - Planning 8 Months

- Implementation 3 Weeks

Cost - Start-up $9,000.00

-On-going None

Summary

The program seeks to provide opportunities for a student to get firsthand information regarding the career of his or her choice, and to acquire realistic insight into a particular occupation through community based experiences with local practitioners in the professions, business and industry.

The dates, times, places and length of the visit are at the discretion of the cooperating worker. The program includes over 70 work sites in the community and approximately 175 resource people who have volunteered to participate in the program.

The student arranges a conference with the counselor to discuss the program. Together the student and counselor determine the type of career contact best suited to the student's career interest.

Before arrangements for the visit are finalized, the student must gather information pertaining to the selected career field and complete the career research outline contained in the application packet.

For More Information

Warren R. Bourque, Supervisor Of Career-Voc. Ed.
Newington Public Schools
131 Cedar Street
Newington, CT 06111 666-5467

Cross References Occupational Orientation, Community Resources, Shadowing

Career Education Goes Hollywood

Career Concept Hands-On Experience

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed Camera, Film, Slide Projector, Cassettes, Student Actors, Musicians

Products Media Presentation

Location Andrew Warde High School Fairfield, CT

Program Manager Joyce Cohen, Career Specialist

Staff Needed Coordinator

Time - Planning 3-6 Months

- Implementation 3-6 Months

Cost - Start-up About $50.00

-On-going None

Summary

This is a great student independent study project or activity for an English, film, media, or journalism class. Students research a subject (i.e. a "Career Resource Center," "How to Survive a Job or College Interview," writing resumes, doing interviews in the community with various workers, etc.) and developing a storyline to fully explain the subject. Pictures are taken to support the storyline and it is put together in a slide/sound show or filmstrip (filmstrip costs more to produce). Students may write original lead-in music, design effective use of graphics, credit pictures for recognition, etc. All types of shows can be developed for different purposes with presentations to Boards of Education, parent groups, orientation sessions for new students, etc. During the past two school years, groups of students at Warde have developed a "Welcome to Fairfield and the Andrew Warde's Career Center" filmstrip.

For More Information

Joyce Cohen , Career Specialist
Andrew Warde High School
Fairfield, CT 06430

Cross References Inventory, Media Presentation, Language Arts, Hands-On Experience

Act It Out

Career Concept Self Development

Curriculum Focus Interdisciplinary

Grade Level 11-12

Audience Students

Materials Needed Speakers Representing Various Professions

Products List Of Speakers, Lesson Plans, Dramatic Programs Available For Production

Location Avon High School Avon, CT

Program Manager Chris Howard Bailey

Staff Needed Coordinator

Time - Planning 3 Months

- Implementation 1 Month

Cost - Start-up None

-On-going Cost Of Speakers

Summary

Various health problems, including drug and alcohol abuse, rape, child abuse, juvenile delinquency and suicide were presented through drama, in order to increase the students' knowledge and to encourage their communication about such topics. The procedure for each of these programs was the same. My drama students and I researched these various topics. This research included reading books and seeing films on the subject, as well as bringing in professionals in the particular field. Based on the research, we then wrote an outline for a sequence of scenarios which my students improvised, and finally presented to a larger group of students. The play provided the basis for a discussion of the particular topic--often the appropriate professional led the discussion. The response from students, teachers, speakers, and parents has been so positive that we have repeated the program every semester for the past three years.

For More Information

Chris Howard Bailey, Drama Director
Avon High School
510 West Avon Road
Avon, CT 06001 673-2551

Cross References Community Resources, Drama, Health Services

Working for the Joy of It

Career Concept Shadowing

Curriculum Focus Interdisciplinary

Grade Level 9-10

Audience Students

Materials Needed Career Information, Cooperative Businesses

Products N/A

Location Three Norwalk High Schools Norwalk, CT

Program Manager Larry H. Dennis

Staff Needed Coordinator

Time - Planning 3 Months

- Implementation Full School Year

Cost - Start-up Title IV Funded

-On-going Staff Costs

Summary

The prime objective of Experience-Based Career Education is to provide realistic exploration experiences in the career chosen by each student. Norwalk's business and industrial community provides a great variety of sites. Students participating in EBCE receive no pay and are expected to be at the site for 8-10 hours weekly. Orientation to each student's occupational choice is provided by a vocational guidance counselor. Academic support is available through academic resource centers. Placement and supervision is done by resource site coordinators at each high school.

For More Information

Larry H. Dennis
Coordinator of Career Education 847-0481
Board of Education Ext. 495
105 Main Street, Norwalk, CT 06852 Ext. 294

Cross References Career Exploration, Career Awareness, Hands-on Experiences, Community Resources

Career Week

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students, Teachers

Materials Needed Form Letters To Presenters, Evaluation Forms For Presenters And Teachers, Resource Materials For Classroom Use

Products Tapes, Video Tapes, Slides From Presentations, File Of Effective Presenters

Location Ridgefield High School
Ridgefield, CT

Program Manager Valerie Foerster

Staff Needed Coordinator

Time - Planning 1 Month

- Implementation 1 Week

Cost - Start-up $300.00

-On-going Staff Time

Summary

The high school career education committee selects a curriculum area to focus on and works closely with that area's department chairperson to identify interested teachers. A list of occupations related to that subject area is developed in cooperation with the Coordinator of Volunteer Services, who has a file of available Ridgefield residents. After teachers have selected apeakers, the coordinator takes care of scheduling details. The CE Committee publicizes the week's events to other interested classes. Individuals are scheduled to attend the various classroom presentations. The host teachers are given biographical and other materials to prepare students in advance. Some past Career Weeks have featured Women in Math (banker, computer programmer, statistician, stockbroker, insurance actuary); the Arts (architect, interior designer, music therapist, photographer, commercial artist, play director, actors, stage technicians, disc jockey); Social Studies (local government official, archaeologist, historian, advertising executive, publisher).

For More Information

Valerie Foerster
Ridgefield High School
700 N. Salem Road
Ridgefield, CT 06877 438-3785

Cross References Speakers, Community Resources, Career Week

Be My Shadow

Career Concept Shadowing

Curriculum Focus Interdisciplinary

Grade Level 11-12

Audience Students

Materials Needed Cooperating Employers

Products Community Resource List

Location Ellington High School
Ellington, CT

Program Manager Marylou Shand, Counselor

Staff Needed 1 Coordinator, 1 Counselor

Time - Planning 1 Month

- Implementation Full School Year

Cost - Start-up None

-On-going None

Summary

Interested students fill out career questionnaires stating the occupation they wish to shadow and why. Employers are contacted using the Career Resource File, Chamber of Commerce contacts and Asnuntuck Speaker's List. A day is arranged for the student to spend with the employer to discover and share information about the occupation. Follow-up evaluations are required.

The response from students and employers has been continually positive.

For More Information

Marylou Shand, Guidance Counselor
Ellington High School
Maple Street
Ellington, CT. 06029 872-3758

Cross References Career Exploration, Community Resources, Shadowing

CARE

Career Concept Hands-on Experience

Curriculum Focus Health

Grade Level 9-12

Audience Students

Materials Needed Dental Floss, Toothbrushes, Disclosing Tablets, Food Diaries, "THETA" Manual (Available Through Nat. Foundation For Prevention Of Oral Disease, P.O. Box 14923, Phoenix, Arizona 85063

Products N/A

Location Killingly High School
Killingly, CT

Program Manager Dr. Mary Patino And Donna Medas, Dental Hygienist

Staff Needed Dental Hygienist

Time - Planning 6-8 Hours

- Implementation 8 Hours Of Classroom Time Over 4-Week Period

Cost - Start-up $8.00 Per Class

- On-going Cost Of THETA Manual And Mirrors

Summary

A dental hygienist is employed by Killingly Public Schools to train high school students as teaching assistants for all elementary school children in preventive dentistry using the THETA program (developed by N.F.P.O.D.). Twenty-five high school students utilizing S.A.V.E. (Self-Learning Audio-Visual Education) materials, will work with elementary school children to develop the following skills: brushing and flossing, control of dietary habits, nutrition and purposes of preventive dentistry (including knowledge of foods that contribute to plaque formation). High school students will receive career information through post-training workshops with professionals discussing dentistry, dental hygiene, nutrition and career opportunities. Pre- and post-training needs assessment will also be performed by dental hygienists, school nurses, community dentists and hygienists for specific care needs, as well as oral hygiene practices.

For More Information

Dr. Mary Patino and Donna Medas
Killingly Public Schools
190 Main Street
Danielson, CT. 06239

Cross References Health Services, Speakers, Vocational Education Hands-on Experiences

How to Survive a Job Interview

Career Concept Job Preparation

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Speakers

Products Videotape

Location R. E. Fitch Sr. High School
Groton, CT

Program Manager Julie Jones,
Career Center Coordinator

Staff Needed Coordinator

Time - Planning 1 Month

- Implementation 2 Hours

Cost - Start-up None

-On-going None

Summary

Local employers discussed preparing for a job interview. They discussed the components of a proper letter of introduction, the proper dress, resumés, and other items you should have with you for an interview. This activity was videotaped for future use.

For More Information

Julie Jones, Career Center
R.E. Fitch Sr. High School
101 Groton Long Point Road
Groton, CT 06340 536-4271 Ext. 71

Cross References Job Preparation, Resumé, Job Interviews, Speakers, Work Attitudes

Say "YES"

Career Concept Hands-on Experience

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed File Boxes-Index Cards, Job Record Book

Products N/A

Location New Canaan High School
New Canaan, CT

Program Manager Mildred Russell

Staff Needed Parent Volunteers

Time - Planning Full School Year

- Implementation Full School Year

Cost - Start-up None

-On-going None

Summary

In September, interested students register for job placement, listing previous experience. The townspeople call in to list their needs, and Y.E.S. (Youth Employment Services) make the connections. Staffed by parent volunteers, Y.E.S. is considered to be part of the education process and not merely a job referral service. Follow-up calls are made to employers and a record is kept of each student's work experience. Students are advised of their records and are guided to improve their employability skills.

For More Information

Mildred K. Russell, Coordinator, Youth Employment Service
New Canaan High School
Farm Road, New Canaan, CT 06840 966-9538

Cross References Career Exploration, Hands-on Experience, Employability Skills

English Spoken Here

Career Concept Infusion

Curriculum Focus English

Grade Level 10-12

Audience Students, Teachers

Materials Needed Speakers, Handouts On Careers

Products Lesson Plan Activities, Curriculum Resources

Location Bassick High School Bridgeport, CT

Program Manager Jim Betz, English Dept. Chairman, With Career Specialist

Staff Needed Coordinator

Time - Planning 6 Months

- Implementation 5 Months

Cost - Start-up N/A

- On-going N/A

Summary

The career education specialist, teachers and the department chairman prepared a list of careers relating to English as well as general topics such as career planning, how you look on paper, job skills, etc. The 5-month program was designed to expose students to careers utilizing English skills, occupational information, job opportunities, job preparation and planning for a chosen career. Teachers were given schedules of weekly speakers and the subjects of each session, plus background information on the speaker as it applied to each presentation. Students could sign up for weekly sessions according to their needs and interests. Arrangements for speaker visitations and outlines for discussions were coordinated by the career education specialist according to topic outlines designed with the help of the English Department.

The Speaker program was initiated in January with one session a week held in the school library. Follow-ups took place in classes and career counseling sessions.

For More Information

Phyllis Garrison
Career Education Specialist
Bassick High School, Rm. 165
Bridgeport, CT 06605 576-7782

Cross References Career Awareness, Speakers, Employability Skills, Language Arts

High School Interns

Career Concept Shadowing

Curriculum Focus Vocational Education

Grade Level 11-12

Audience Students

Materials Needed Information Sheets, Permission Slips, Evaluation Sheets

Products N/A

Location Windham High School Willimantic, CT

Program Manager Barbara Burdette-Hood

Staff Needed Coordinator

Time - Planning 2 Weeks

- Implementation 3 Hours Per Week For One Semester

Cost - Start-up Staff Time

-On-going Staff Time

Summary

This shadowing activity grants high school students the opportunity to investigate career possibilities. Some students spend time at several placements, pursuing various routes. They learn the importance of good work habits and the rewards associated with several occupations before having to make that important career decision.

For More Information

Barbara Burdette-Hood
Career Ed. Coordinator
Windham Public Schools
Willimantic, CT 06226
423-8401 Ext. 55

Cross References Shadowing, Community Resources, Career Exploration

Plan B

Career Concept Educational Awareness

Curriculum Focus Guidance

Grade Level 11 & 12

Audience Students

Materials Needed Career Interest Assessments, Career Information Tools

Products N/A

Location Guilford Senior High School
Guilford, CT

Program Manager Joseph Petrosante

Staff Needed Counselors

Time - Planning 1 Week

- Implementation Full School Year

Cost - Start-up Cost Of Assessment Instruments

- On-going Cost Of Assessment Instruments

Summary

This activity prepares high school juniors to investigate post-high school educational alternatives that are based on their career interests. Each junior, with the assistance of the guidance counselors, develops a resume and completes a career interest inventory. The students then research their career interests in the Career Resource Center and select 3 or 4 educational facilities to visit during their vacation time. Students return to school in September with experience in visiting schools and specific directions for their senior year activities.

For More Information

Joseph Petrosante
Guilford Senior High School
New England Road
Guilford, CT 06437

Cross References Assessment Instruments, Career Exploration, Guidance

Help Wanted

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed Copies Of Local Newspaper, Student Worksheets

Products N/A

Location Stamford Public Schools
Stamford, CT

Program Manager Rita Cooper, Career Information Associate

Staff Needed Career Counselor, Teacher

Time - Planning 1 Hour

- Implementation 3 Class Sessions

Cost - Start-up None

-On-going None

Summary

Included in a unit on career activities that concluded with the researching of two possible career choices were three lessons on the locating and reading of classified "want ads" in the local newspaper. Students were also exposed to the concepts of beginning "trainee" type jobs, and those that required experience and were further along on the career ladder. They were to clip out an example of these two kinds of ads for each career they were exploring.

For More Information

Rita Cooper, Career Information Counselor
Guidance Dept. 358-4751
Stamford Public Schools
195 Hillandale Ave., Stamford, CT 06902

Cross References Employability Skills, Career Exploration, Want Ads,

Assessing Student Interests

Career Concept Career Interest Assessment

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Career Education Questionnaire

Products Collated Results Of Student Responses

Location Stonington High School Pawcatuck, CT

Program Manager Elizabeth A. Ward

Staff Needed Homeroom Teachers

Time - Planning On-Going For 2 Years

- Implementation 45 Minutes

Cost - Start-up Cost Of Materials

- On-going None

Summary

The Career Education Questionnaire has been given to all members of the junior class for the last two years. It was found that conducting the activity in homerooms, rather than in a large group testing situation, was far more advantageous. The results were very honest responses from the students as they appeared to take it very seriously.

After the results were collated, the student responses were utilized to plan other programs, e.g., what clusters to stress.

For More Information

Miss Elizabeth A. Ward, Bus. Dept. Sup.
Stonington High School
176 South Broad Street
Pawcatuck, CT 06379

Cross References Assessment Instruments, Inventory

The Shadow Knows

Career Concept Shadowing

Curriculum Focus Interdisciplinary

Grade Level 11

Audience Students

Materials Needed Career Interest Survey, List Of Visitation Sites

Products N/A

Location Berlin High School
Berlin, CT

Program Manager Gino Lattanzio, Director Of Work Experience

Staff Needed Coordinator

Time - Planning 2 Months

- Implementation 1 Week

Cost - Start-up $500.00

-On-going $500.00

Summary

The Career Shadowing Program is a voluntary activity for eleventh grade students. After completing a career interest survey, students are assigned to an appropriate work site. Students visit the work site for one week during May to shadow a worker in the career of their choice and to be exposed to as many different aspects of the job as possible.

Students must complete a comprehensive report explaining what they did during each day of observation and describing the insights to their career choice. Students are responsible for their own transportation and must make their own arrangements to complete the class work missed during the week of job shadowing.

For More Information

Gino Lattanzio
Berlin High School
139 Patterson Way
Berlin, CT 06037 828-6577

Cross References Shadowing, Job Exploration, Community Involvement Career Inventory

Job Skills Module

Career Concept Employability Skills

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Resume Activity Sheet, Job Application Blanks, Guest Speakers From Business And Industry

Products Videotape Of Mock Interviews With Students And Speakers, List Of Speakers, Lesson Plans

Location Harding, Central, Bassik High Schools Bridgeport, CT

Program Manager Classroom Teacher And Career Specialist

Staff Needed Career Specialist

Time - Planning Flexible - 2-4 Weeks

- Implementation Flexible - 2-4 Weeks

Cost - Start-up None

-On-going None

Summary

A learning module consisting of classroom activities for résumé writing, job application and interview skills has been initiated in many subject areas. Activity sheets and application blanks are provided by career specialists according to individual needs of curriculum focus (e.g., health services: hospital application blanks). Speakers are contacted for mock interview sessions with feedback provided to students through videotaping.

This is an expanding, ongoing program due to strong, positive responses from teachers, students, and speakers.

For More Information

Phyllis Garrison
Career Education Specialist
Bassick High School
Bridgeport, CT 06605 576-7782

Cross References Employability Skills, Speakers, Job Applications, Job Interviews

Job Searching

Career Concept Employability Skills

Curriculum Focus Language Arts

Grade Level 11 & 12

Audience Students

Materials Needed Want Ads, Dittos, Interview Guides, Resume Guides

Products N/A

Location East Hampton High School
East Hampton, CT

Program Manager Classroom Teacher

Staff Needed Classroom Teacher

Time - Planning 2 Days

- Implementation 1 Week

Cost - Start-up Cost Of Materials

- On-going Cost Of Materials

Summary

1. Divide the class into three groups. Have each group be the personnel department of a company of their choice; have them write job listings using the want ads for positions in their company. These should be written on dittos.

2. Pass out copies of the job listings to class members. (Students should not get their own listing.) Have students write a letter of application and a resume for the job of their choice.

3. Each company should interview applicants for their jobs and rate them on their performance.

For More Information

Patricia Martin, Career Specialist
East Hampton High School
North Maple Street
East Hampton, CT 06424

Cross References

Employability Skills, Language Arts, Job Interviews, Job Applications

Career Mapping

Career Concept Career Assessment

Curriculum Focus Guidance

Grade Level 9

Audience Students

Materials Needed NEOIS Terminal, Differential Aptitude Test

Products N/A

Location Brooklyn School Brooklyn, CT

Program Manager Clare Despathy

Staff Needed Teacher, Teacher Aide, Technical Assistant

Time - Planning Full School Year

- Implementation Leasing of Computer Line

Cost - Start-up Leasing of Computer Line

- On-going

Summary

The purpose of this activity is to bridge the gap between individual results of the Differential Aptitude Test (DAT) and the available student occupational interest options inherent within NEOIS (New England Occupational Information System). This is aimed at giving students an opportunity to inventory themselves at the mid-point of their freshman year. If a discrepancy is noticeable in their interests, aptitudes, and immediate educational goals, then time and assistance is available for corrective action before entering their sophomore year.

Students are provided an opportunity to review their individual computer printouts and make a comparison to their DAT results. Students are encouraged to follow-up by seeking additional information from selected occupational interest areas. A teacher-aide makes a written report on the number of students taking part, interests and results.

For More Information

Ms. Clare Despathy
Brooklyn School
Gorman Road
Brooklyn, CT 06234 664-9153

Cross References Assessment Instruments, Aptitudes, Computerized Guidance Tools

Career Math

Career Concept Infusion

Curriculum Focus Mathematics

Grade Level 9-12

Audience Teachers

Materials Needed Businesses
For Teacher Visitations

Products Unit Lessons

Location Old Saybrook Senior High School
Old Saybrook, CT

Program Manager Joseph Huchla, Peter Degree

Staff Needed Mathematics Teachers

Time - Planning Several Days

- Implementation Several Days

Cost - Start-up None

-On-going None

Summary

Since mathematics is becoming increasingly important in many of today's careers (professional, technical, skilled and semi-skilled), our objective was to develop lesson plans that would illustrate how mathematics is currently applied in business and industry in the surrounding communities. We made arrangements to visit Northeast Utilities Millstone Power Plant, R. R. Donnelley and Sons, and Southern New England Telephone Company. The unit lessons will provide a description of these companies, the jobs available, the qualifications and training necessary and samples of the types of problems encountered on the job dealing with mathematics.

For More Information

Joseph Huchla
Old Saybrook Senior High School
1111 Boston Post Road
Old Saybrook, CT 06475 388-4601

Cross References Mathematics, Field Trips, Community Resources, Infusion

Is There a Language in Your Future

Career Concept Infusion

Curriculum Focus Foreign Language

Grade Level 9-12

Audience Students

Materials Needed Filmstrip: "There's A Language In Your Career", Filmstrip Projector, Speaker To Run The Program

Products N/A

Location Andrew Warde High School Fairfield, CT

Program Manager Joyce Cohen, Career Specialist

Staff Needed Coordinator

Time - Planning 2 Weeks

- Implementation 1 Class Period

Cost - Start-up $54.00 - Cost Of Filmstrips

- On-going None

Summary

The Career Specialist, a teacher, or a community person holds a discussion with classes on the necessity of foreign language as a combined skill for advancement in the working world. The students are given a pre-test, discuss practical applications of language, watch the filmstrip, look at their individualized career interests and what role language could play in their own future. Follow-up activities can be research on careers using language skills, interviews, making mobiles, collages, bulletin board displays, etc., using career and language as a central theme. "There's a Language in Your Career" can be purchased from Tamarkin-Wilkins Associates, 10 Brighton Road, West Hartford, Ct. Cost: $54.00.

For More Information

Joyce Cohen
Andrew Warde High School
Melville Avenue
Fairfield, CT 06430

Cross References Foreign Language, Career Exploration, Infusion

Career News

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed Career Education Resource Materials

Products Newsletter

Location Torrington High School
Torrington, CT

Program Manager Joanne Kohanowicz

Staff Needed Career Counselor

Time - Planning 5 Hours Per Issue

- Implementation 1 Day

Cost - Start-up $50.00

-On-going $50 Per Year

Summary

The career counselor in this high school distributes a monthly newsletter that gives the readers articles on self awareness and broad information on job opportunities. This newsletter has served as a catalyst in motivating students to act on career choices.

For More Information

Joanne Kohanowics, Career Counselor
Torrington High School
Major Besse Drive
Torrington, CT 06790 482-4491

Cross References Career Awareness, Newsletter, Self-awareness

Planning Your Course

Career Concept Career Planning

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Text: Career Planning/Exploration, AV Materials, Equipment

Products N/A

Location Branford High School
Branford, CT

Program Manager Philip Borgia, Career Ed. Counselor

Staff Needed Full-Time Teacher, Counselor, Or Coordinator

Time - Planning 6 Months

- Implementation 1 Semester Per Class; 2 Semesters Per Year

Cost - Start-up $1,500.00

-On-going $250.00 Per Year

Summary

"Career Planning" is a course designed to allow students to gain a better, more valuable understanding of themselves via self-evaluation, aptitude testing, completion of special career related projects, career research, and general classroom discussion and interaction. Text books, AV resources, guest speakers, field trips are used regularly. A career resource center is essential for successful implementation of this course.

For More Information

Philip Borgia, Career Ed Counselor
Branford, High School
185 East Main Street
Branford, CT 06405 488-7291

Cross References Self-Awareness, Career Resource Center, Assessment Instruments, Mini-Course, Career Awareness

Math Skills in Non-Traditional Careers

Career Concept Reducing Sex Role Stereotyping

Curriculum Focus Mathematics

Grade Level 11 & 12

Audience Students

Materials Needed Encyclopedia Of Careers, Bibliographic Information

Products N/A

Location Bassick High School Bridgeport, CT

Program Manager Vinny Esposito, Teacher

Staff Needed Teacher And Career Education Specialist

Time - Planning 2-4 Weeks

- Implementation 1 Week

Cost - Start-up None

-On-going None

Summary

In a high school math class, students were introduced to the concept of non-traditional roles in the mathematical sciences. An introductory discussion was conducted by the career education specialist. Students were made aware of career opportunities, financial aid for education and training, and job areas in non-traditional roles. They were also introduced to library resources for use in investigating careers of their choice.

Students then chose careers in non-traditional areas and wrote research papers dealing with qualifications, appropriate course selections for entering the field, job areas, opportunities for advancement, etc. according to the teacher's outline. The response was excellent and the activity will be an expanding, ongoing part of the math program.

For More Information

Phyllis Garrison
Career Education Specialist
Bassick High School Rm. 165
Bridgeport, CT 06605 576-7782

Cross References Sex Role Stereotyping, Career Awareness, Mathematics

The Community School

Career Concept Community Involvement

Curriculum Focus Interdisciplinary

Grade Level 10-12

Audience Students

Materials Needed Work Places In The Community

Products N/A

Location West Hartford High School
West Hartford, CT

Program Manager Newton Clark, Career Education Coordinator

Staff Needed Counselors, Employers

Time - Planning Varied

- Implementation Up To One Semester Per Student

Cost - Start-up None

-On-going None

Summary

The Community School is a community-based Career Education Program offered as an elective to second semester sophomores and all juniors and seniors. Through a career education exploration experience at one of the more than 200 "community learning centers" involved in the program, a student is able to test his/her career aspirations against the reality of the world of work. A successful experience offers the student a broadening exposure to a career, closely supervised by both a contact person at the "community learning center" and a professional member of the Community School staff. At the end of his/her placement period, the student has an overview of his/her particular career interest area and is better able to define his/her career goals. Students are not paid for their participation, but earn academic credit. Students are required to keep a written Daily Journal which describes their experience and their reactions. The program runs all year long with placements lasting varied lengths of time.

For More Information

Mr. Newton Clark
Coordinator of Career Education
West Hartford Schools
West Hartford, CT 06117

Cross References Job Exploration, Community Involvement, Hands-On Experience, Shadowing

The Center of Activity

Career Concept Career Resources Center

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students, Teachers, Counselors

Materials Needed Career Resource Materials

Products N/A

Location Greenwich High School Greenwich, CT

Program Manager Joan Cressler, Media Specialist

Staff Needed Media Specialist, Volunteer Aides

Time - Planning Continuous

- Implementation Continuous

Cost - Start-up Variable

-On-going Variable

Summary

The Greenwich High School Career Center serves students, parents and teachers. The Center opens every morning at 7:30 AM and remains open until 9 PM Monday through Thursday. The Center serves three important roles: 1) as an information center for quick location of information on careers, colleges, job-finding skills and summer activities; 2) as a learning environment available to classes and individuals to explore and research career interest areas; 3) as a meeting place where school counselors, work experience teachers and the media staff work with students.

Some important resources are: a computerized data bank of occupations and colleges, up-to-date career information files, financial aid information, college catalogs, and books, briefs, pamphlets and media on specific careers.

For More Information

Joan Cressler
Greenwich High School
10 Hillside Road
Greenwich, CT 06830

Cross References Career Resource Center, Computerized Guidance Tools, Career Awareness

Round-Robin

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students And Parents

Materials Needed Speakers

Products N/A

Location South Windsor High School
South Windsor, CT

Program Manager William H. Chernik
Director, Career/Vocational Education

Staff Needed Counselors

Time - Planning 3 Months

- Implementation 1 Day Or Evening

Cost - Start-up $300.00 Per Event For Dinner For Speakers

-On-going $300.00 Each Year

Summary

The high school cafeteria and adjoining hallways are set up with a table for each business/industry representative. Parents and students circulate to ask questions of the representatives. Prior to this career fair, classroom teachers incorporate into their lessons question-asking skills which the students will need when they meet the representatives. In other towns, career "fairs" are held during the day and students may have presentations instead of attending study hall, or, speakers visit specific classes, or, students may be scheduled to visit two or more speakers of their choice. In most towns, student career interests are surveyed to develop a list of potential speakers. The PTA, Chamber of Commerce and Rotary Clubs are very helpful in planning and organizing Career Days.

Videotapes of community speakers are often utilized for Resource Center information.

For More Information

William H. Chernik
S. Windsor High School
161 Nevers Road
S. Windsor, CT 06074 644-1595 x 7

Locations of Similar Activities Bethel, Newtown, Guilford, Groton, Pawcatuck Seymour, Wallingford, Milford

Cross References Speakers, Career Day, Community Involvement

Tactics for Teachers

Career Concept Career Resource Center

Location Trumbull High School Trumbull, CT

Curriculum Focus Interdisciplinary

Program Manager Judy Nuechterlein, Betty Anderson

Grade Level 10-12

Staff Needed 2 Coordinators

Audience Teachers

Time - Planning 1 Week

Materials Needed Career Reference Material

- Implementation 1 Hour Per Department

Cost - Start-up None

Products Activities And Units Developed By Teacher For Classroom Use

-On-going None

Summary

Two Career Center staff members conduct one-hour sessions in the Career Center for all professional staff in the school. Plans for these after-school sessions are developed with the aid of department heads. At the meetings, teachers are oriented to resources and services at the Career Center and are made aware of the range of careers related directly and indirectly to the subjects they teach. They are provided with specific materials and suggestions for appropriate activities. Teachers are encouraged to use the Career Center to enhance their classroom activities by assigning research projects and stimulating students to use the Career Resources.

For More Information

Judy Nuechterlein/Betty Anderson
Career Center - Trumbull High School
72 Strobel Road
Trumbull, CT 06611 261-6411 Ext. 222

Locations of Similar Activities Coventry, New London

Cross References Career Resource Center, Infusion, Staff Development

Then and Now

Career Concept Career Awareness

Curriculum Focus English Or Social Studies

Grade Level 10

Audience Students

Materials Needed Various Filmstrips And Counselor Prepared Worksheets, Career Reference Materials

Products N/A

Location East Hampton High School
East Hampton, CT

Program Manager David Berrill, Guidance Director

Staff Needed Counselor

Time - Planning 3-4 Months

- Implementation 1 Week Per Classroom

Cost - Start-up $200.00

-On-going None

Summary

The high school counselor went into English and History classes to initiate discussions of career interests and choices. The counselor used filmstrips and various worksheets to discuss the vocabulary of careers. A composition was assigned and discussed titled "What I Wanted to Be When I was 6, 12, Now." Students were also assigned to research their current career interest through using the Occupational Outlook Handbook and other Career Resource Materials. Since the counselor spent one class period with each group, the classroom teacher was responsible for following up on the completion of assignments. Aside from some problems with scheduling, the counselor was able to work successfully with eight different classes.

For More Information

David Berrill
East Hampton High School
North Maple Street
East Hampton, CT 06424

Cross References Self-Exploration, Decision Making, English, Social Studies, Infusion, Career Awareness

Today's Special

Career Concept Hands-On Experience

Curriculum Focus Home Economics

Grade Level 12

Audience Students

Materials Needed Food Services Person, Bus For Field Trip

Products N/A

Location Bassick High School Bridgeport, CT

Program Manager Kathy Smith, Teacher; Tom Carroll, Food Service Coordinator

Staff Needed Teacher, Coordinator

Time - Planning 1 Month

- Implementation 1 Month

Cost - Start-up None

-On-going None

Summary

Home Economics students were introduced to the idea of menu planning for the school cafeteria, and the responsibilities and components of the food service department in providing school lunches. They were taken on a tour of the food service building to see how meals are brought in, prepared and served. Students then worked in groups to compile a total of 20 lunch menus.

Upon completion of their work, the Food Services Coordinator revisited the class, discussed the menus, made revisions where necessary, and the menus prepared by the students went into operation for the school lunch program.

For More Information

Phyllis Garrison
Career Education Specialist
Bassick High School, Rm. 165
Bridgeport, CT 06605 576-7782

Cross References Home Economics, Food Services, Career Awareness, Hands-On Experience

Preventing First Job Jitters

Career Concept Employability Skills

Curriculum Focus English

Grade Level 9

Audience Students

Materials Needed Job Application Forms

Products N/A

Location Watertown High School
Watertown, CT

Program Manager Stephen Adamski, Career Guidance Counselor

Staff Needed 2 Counselors

Time - Planning 2 hours

- Implementation 1 Class Period

Cost - Start-up None

-On-going None

Summary

During the students' freshman year, the Guidance Counselor and the Career Guidance Counselor go into English classes and discuss such topics as:

1. how to apply for your first job
2. proper work attitudes
3. how to fill out job applications
4. interview techniques

This kind of activity takes on more significance when done in a group situation by the counselors.

For More Information

Stephen Adamski
Watertown High School
324 French Street
Watertown, CT 06795 274-5411 Ext. 216

Cross References Job Interview, Work Attitudes, Job Applications, Employability Skills

Career Inventory

Career Concept Student Assessment

Curriculum Focus Interdisciplinary

Grade Level 11-12

Audience Students, Teachers, Guidance Counselors

Materials Needed

Career Skills Assessment Program, Career Education Battery (Publisher: Education Testing Service)

Products None

Location Pomperaug High School Southbury, CT

Program Manager Alfred Poor, Coordinator

Staff Needed Guidance Dept., Classroom Teachers

Time - Planning 10-15 hours

- Implementation 8 hours

Cost - Start-up $4,000.00

-On-going $1,100 per year

Summary

In September, a career inventory was administered to students in grades 11 and 12. At a staff follow-up session, test results were explained to teachers and guidance personnel. The results were then transmitted to the students in their respective homerooms. This assessment provided a motivation for discussion of post high school career activities and was a nucleus upon which to base a career education program.

For More Information

Alfred Poor
Pomperaug High School, Region #15
Peter Road
Southbury, CT 06488 758-1697

Cross References Assessment Instruments, Inventory, Decision Making

Finishing School

Career Concept Hands-On Experience

Curriculum Focus Industrial Arts

Grade Level 9-12 (Special Needs)

Audience Students

Materials Needed Furniture
Refinishing Materials

Products None

Location Old Saybrook High School
Old Saybrook, CT

Program Manager Ed Winarski, Teacher

Staff Needed Coordinator

Time - Planning Several Days

- Implementation Full School Year

Cost - Start-up $100-$125

-On-going Replacement Of Consumables

Summary

In the Special Education Refinishing Shop, special education students receive first-hand knowledge of small business concepts such as inventory, sales, division of labor, public relations, purchasing equipment, comparative buying, record keeping, photographing (before, during, and after) and more. This contributes to a tangible sense of accomplishment along with developing value of time and money. Furniture pieces come from the staff at the high school and the general community. There is a reasonable charge made for refinished products. The ability to conduct tag sales and to bargain are also enhanced.

For More Information

Edward J. Winarski
Old Saybrook High School
1111 Boston Post Road
Old Saybrook, CT 06475 388-4601

Cross References Special Needs, Vocational Education, Job Simulation, Industrial Arts

Student Staffed Resource Center

Career Concept Resource Center

Curriculum Focus Interdisciplinary

Grade Level 9-12

Audience Students

Materials Needed Career Center Activity Handouts, Project Topics, Software, Hardware

Products Independent Study And Research Projects, Bulletin Boards, Displays

Location Andrew Warde High School Fairfield, CT

Program Manager Joyce Cohen, Career Specialist

Staff Needed Coordinator

Time - Planning 2-3 months

- Implementation Ongoing

Cost - Start-up Computer Costs, Cost To Set Up Resource Center

-On-going Computer Costs

Summary

Andrew Warde High School Career Center in Fairfield has piloted this program for several years. As the Center's popularity grew, so did the student staff which now numbers about 28 students. They give their free time to work in the Center and they participate in a wide range of activities. A few examples are listed below:

Designing bulletin board displays on careers
Assisting classes with career research in the Center
Running Guidance Information Service computer terminal for other students (after they pass a competency test)
Conducting ninth grade orientation to the Career Center
Greeting higher education representatives
Processing new books and catalogues, engaging in independent study projects
Handling phone calls, taking job info, providing coverage when Center is extremely busy, etc.

For More Information

Joyce Cohen, Career Specialist
Andrew Warde High School
Melville Avenue
Fairfield, CT 06430

Cross References Inventory, Career Awareness, Career Resources Center, Computerized Information

On Location

Career Concept Job Exploration

Curriculum Focus Business Ed.

Grade Level 9-12

Audience Unlimited (Students, Teachers, Community)

Materials Needed Videotapes, Student Interviewers, Inverview Questions, AV Equipment

Products Career Interview Videotape

Location Sikorsky Aircraft Stratford, CT

Program Manager Marie P. McCormick, Supv., Career And Business Ed.

Staff Needed Teacher

Time - Planning 1 Month

- Implementation 4 Hours/ Videotaping, 6 Hours/Editing

Cost - Start-up Release Time, Videotapes

-On-going None

Summary

Students conducted and videotaped simulated job interviews with office workers at Sikorsky Aircraft Co., Stratford. The purposes of this activity were to infuse exploratory units in grades 9-12, involve students in career exploration activities, actively involve the business community in student career awareness, provide all students with current career information specific to their community, and to use the career interview technique as a bridge to development of additional school-community programs.

The videotape will be available in the Career Resource Areas, and will also be shown to school and community groups. A complimentary copy is given to the participating company.

For More Information

Ms. Marie McCormick
Stratford Public Schools
1000 East Broadway
Stratford, CT 06497 375-5621 x 338

Cross References

Job Exploration, Interviewing, Community Involvement, Media Presentation, Business Education

Mini-Office Simulation

Career Concept Job Simulation

Curriculum Focus Business Education

Grade Level 9-12 Special Needs

Audience Students

Materials Needed Office Supplies And Eeuipment

Products None

Location Torrington High School Torrington, CT

Program Manager Marie Hopkins

Staff Needed Coordinator And Aide

Time - Planning 6 Weeks

- Implementation Full School Year

Cost - Start-up $3,000.00

-On-going $6,000.00

Summary

Special Education students were taught office skills in a simulated office situation. These students were then given on-the-job training by being assigned to office stations within the high school. This activity gave these students confidence not only in office skills, but also in dealing with others.

For More Information

Marie Hopkins
Torrington High School
Major Besse Drive
Torrington, CT 06790 482-4491

Cross References Business Education, Job Simulation, Hands-On Experience

Social Science Interning

Career Concept Internships

Curriculum Focus Social Studies

Grade Level 9-12

Audience Students

Materials Needed List Of Intern Sites

Products None

Location Staples High School Westport, CT

Program Manager Dr. Robert Mackin, Headmaster

Staff Needed Teachers

Time - Planning 1 Semester

- Implementation 1 Semester

Cost - Start-up Staff Time

- On-going Staff Time And Travel Costs To Intern Sites

Summary

Internships are offered to students through the Social Studies curriculum. Students are placed full-time in such areas as politics (2 were in Washington in 1979), law, medicine, teaching, media for a semester.

In several cases, students spend the entire second semester, full-time (all other courses are dropped) engaged in the internship experience. A social studies teacher is responsible for overseeing the experience, visiting the sites, etc. Students are required to meet as a group with the teacher on a weekly basis and to submit written journals.

The teacher, who is scheduled at .2 for every 12 students, is released from one class during a semester to plan the program. Materials needed are negligible and the primary costs involved are for staff time (.2/12 students) and for staff travel to visit intern sites (about $400).

For More Information

Dr. Robert Mackin
Staples High School
North Street
Westport, CT 06880 227-8451

Cross References Social Studies, Internships, Career Exploration

There's a Health Career for You

Career Concept Hands-On Experience

Curriculum Focus Interdisciplinary

Grade Level 5-12 (Special Needs)

Audience Students

Materials Needed Student Handouts: "Questions To Ask" And "Listening Skills On A Field Trip"; AV Material; "Introduction To A Hospital"; Bibliographical Information

Products N/A

Location Two Middle Schools Stamford, CT

Program Manager Arlene Gottlieb, Career Information Associate

Staff Needed Coordinator

Time - Planning Several Months

- Implementation 4 Hours

Cost - Start-up None

-On-going None

Summary

The students were exposed to realistic job opportunities in a hospital. They visited the laundry, food service, clerical, custodial, security and nursery facilities. They were introduced to the student volunteer program and were enthusiastic about the possibilities of being able to work with patients, gaining work experience as well as wearing a uniform beginning at age 14.

The students arrived at the hospital with many fears about career possibilities in a hospital and left eagerly discussing the areas they might like to work in.

The program was very successful and will be continued. We expect to expand this program to a larger student population, as well as utilizing additional health care facilities in the community.

For More Information

Arlene Gottlieb
Career Information Counselor
Stamford Public Schools
Stamford, CT 358-4751

Cross References

Health Services, Special Needs, Field Trips
Job Exploration

Career of the Week

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level 5-12

Audience Students

Materials Needed Speakers, Media, Art Supplies

Products None

Location Shepaug Valley Middle And High Schools Washington, CT

Program Manager Linwood Fleisher, AV Coordinator

Staff Needed Library Staff, Classroom Teachers, Aides

Time - Planning 3-4 Days

- Implementation Full School Year

Cost - Start-up $1,900.00

-On-going $8,000.00

Summary

The "Career of the Week" was conceived by the library staff to highlight one career each week. Posters were made in the art department to "advertise" the career, materials were displayed in the media center and a narrative of the career was announced over the public address system each week. Students and teachers were encouraged to attend presentations by representatives of career areas of interest to them. In the individual classrooms the teachers related the career of the week to the subject matter being taught. This program was very successful and will be continued next year.

For More Information

Mrs. Marsh, Librarian
Shepaug Valley Middle School
Pickett Road
Washington, CT 868-7326

Cross References Career Awareness, Art, Speakers, Community Involvement, Infusion

Curriculum Institute

Career Concept Curriculum Development

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Teachers

Materials Needed Career Education Activity Guides

Products 180-day Curriculum Packets

Location Danbury Public Schools Danbury, Ct.

Program Manager Alex Boychuck

Staff Needed 14 Faculty Coordinators

Time - Planning 4 Months

- Implementation 14 Days

Cost - Start-up $12,000

-On-going None

Summary

This two-part career education staff development effort began with a half-day orientation seminar for all teachers. From that session a group of fourteen teachers was identified to work on the second phase of the process.

A thirteen-day "curriculum institute" was held so that the teachers could prepare a 180-day curriculum activity packet for their subject area. Teachers were assisted in identifying and validating major concepts within their subject area that related to career education concepts. Strategies and activities were then identified so that teachers could reinforce how the skill is used by different workers.

For More Information

Alex Boychuck
Beaver Brook School
Beaver Brook Road
Danbury, CT 06810 797-4733

Cross References Staff Development, Infusion, Curriculum Development

Extra! Extra!

Career Concept Infusion

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Professional And Support Staff

Materials Needed Paper For Reproduction

Products Staff Newsletter

Location Valley Regional High School Deep River, CT

Program Manager Charles T. O'Donnell

Staff Needed Coordinator

Time - Planning 1 Week

- Implementation 1 Week Each Month

Cost - Start-up None

-On-going None

Summary

Each month a newsletter is distributed to the staff in the district. It's purpose is two-fold. It contains factual career information designed for direct infusion into the day to day activities of classes at all levels. Further, it contains items designed to stimulate staff interest in the area of career education. It is by design a one-page two-sided sheet of short, hard hitting items which can be read and digested in the time it takes to finish a cup of coffee during a planning period.

For More Information

Charles T. O'Donnell
Valley Regional High School
Kelsey Hill Road
Deep River, CT 06417

Cross References Newsletter, Curriculum Development, Infusion, Staff Development

Community Resource Guide

Career Concept Community Resources

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Interview Forms

Products Community Resource Card File

Location Regional District #7

Program Manager Dr. A. Raymond Rogers

Staff Needed CEW Council Members

Time - Planning Several Days

- Implementation Ongoing

Cost - Start-up Under $10

-On-going None

Summary

Each member of the Community Education Work (CEW) Council was given five forms to fill out with names of members in the community who were available as speakers to the students. Also included were businesses and industries which were available for work-study experience, tours and/or shadowing. These forms were then returned and the information was placed in a card file according to career clusters. This resource book is to be continually updated and was kept in the Regional #7 media center and managed by the Regional #7 media personnel.

For More Information

Joanna Guldalian, CE Specialist
RESCUE, RR1,
Hut Hill Road
Bridgewater, CT 06752 354-2218

Cross References Speakers, Career Cluster, Community Resources, Inventory, CEW Council

Community Resources

Career Concept Career Awareness

Curriculum Focus Interdisciplinary

Grade Level K-12

Audience Students

Materials Needed Business/ Industry Survey

Products Community Resources Guide

Location Project LEARN East Lyme, CT

Program Manager Linda Keirans Career Ed. Consultant

Staff Needed Program Coordinator

Time - Planning 2 Months

- Implementation 6 Months

Cost - Start-up Production Costs

-On-going Costs to Update Material

Summary

The Community Resources Guide was designed to provide detailed information on available and emerging occupations in the Southeast part of Connecticut. To collect this information, a survey form was developed for interviewing 450 area employers. The data collected provided information about specific jobs and employers as well as information on field trip possibilities, willingness to send speakers to the schools, availability of instructional or promotional materials and many other details important to a good career education program.

It is important to note that the business people were interviewed, surveys were not merely mailed out. Also, much more information was gathered than just the name of a possible speaker a very valuable job information resource.

For More Information

Linda Keirans
Project LEARN
P.O. Box 220
East Lyme, CT 06333

Cross References Speakers, Community Resources, Survey

Adult

A-1	Alumni Questionnaire	*Weston*
A-2	On Target For You	*Canterbury*
A-3	The Dinner's On Us	*Stratford*
A-4	Career Mini-Course	*Wallingford*

Alumni Questionnaire

Career Concept Needs Assessment

Curriculum Focus Interdisciplinary

Grade Level Adult

Audience Randomly Selected Graduates Of The Classes Of 1972, 1974, 1976, 1978

Materials Needed Survey Questionnaires, Lists Of Graduates By Rank In Class

Products Final Report

Location Weston High School Weston, CT

Program Manager Robert O'Keefe, Thomas Gallager

Staff Needed Guidance Personnel Consultant

Time - Planning 1 Week

- Implementation January - June 1979

Cost - Start-up $3,624.00

-On-going None

Summary

For purposes of evaluating Weston High School's performance in implementing career and vocational concepts, a random selection of past graduates of the classes of 1972, 1974, 1976 and 1978 received questionnaires to complete. The design of the questionnaire, tabulation of the results, and the final report were done by Cooperative Educational Services. Student identification, mailing questionnaire, and follow-up activities to secure responses were done by Weston High School staff and community volunteers.

For More Information

Guidance Dept.
Weston Public Schools
Weston, CT 06883
(203) 226-7321

Joan Abeshouse, Career Ed. Spec.
Cooperative Ed. Services
P.O. Box 2087
Norwalk, CT 06852 847-3873

Cross References Assessment Instrument, Inventory

On Target for You

Career Concept Career Guidance

Curriculum Focus Vocational Education

Grade Level Adult

Audience High School Dropouts/ Unemployed Adults

Materials Needed Pamphlet Describing Project "ACCESS" (Adult Career Counseling Education Services Program) Sponsored By NARES

Products N/A

Location Canterbury, CT

Program Manager Illiz Izzarelli, Career Ed. Coordinator

Staff Needed Coordinator, Typist

Time - Planning 4 Hours

- Implementation 4 Hours

Cost - Start-up Clerical Supplies - $40.00

-On-going Same

Summary

A pamphlet was written and circulated by the Career Ed. Work Council to assist persons who had either dropped out of school or were unemployed in the community. The purpose of this activity was to identify sources of career counseling, training or retraining programs for these individuals. The pamphlet also covered the availability of local Adult Education Programs and provided information about high school equivalency tests.

For More Information

Illiz Izzarelli - Career Ed. Coordinator
Dr. Helen Baldwin School
Route 14
Canterbury, CT 06331 546-9352

Cross References Guidance, Vocational Education

The Dinner's on Us

Career Concept Needs Assessment

Curriculum Focus Interdisciplinary

Grade Level Adult

Audience Teachers, School Administrators, Parents, Industry Representatives

Materials Needed None

Products N/A

Location Stratford, CT

Program Manager Vincent Faggela, Vice President, Stratford Ed. Association

Staff Needed A Coordinator Plus Teacher Building Representatives

Time - Planning 1 Day

- Implementation 4 Hours, Including Dinner

Cost - Start-up $400

- On-going $400

Summary

The purpose of this activity was to bring parents, teachers, school administrators and business representatives together to assess the Career Education needs and present assets of the school system. At a local restaurant, over dinner, business people spoke of their needs and how the schools should prepare youngsters for the world of work. It was a sharing of ideas and information on what is being done and what can be done in the career area in schools. This activity gained the unqualified support of all participants.

For More Information

Ms. Marie McCormick
Stratford Public Schools
1000 East Broadway
Stratford, Ct. 06497 375-5621 Ext. 338

Cross References Community Involvement, Needs Assessment

Career Mini-Course

Career Concept Career Counseling

Curriculum Focus Guidance

Grade Level Adults

Audience Adult Education Participants

Materials Needed Career Interest Inventories

Products N/A

Location Mark T. Sheehan High School, Wallingford, CT

Program Manager Shirley D. Olson

Staff Needed Career Counselor

Time - Planning 1 Month

- Implementation Two 2-1/2-Hour Sessions, Three Weeks Apart

Cost - Start-up Cost Of Tests (Reimbursed By Nominal Student Fee)

- On-going Same As Above

Summary

Through Wallingford's Adult Education Program, a small group career counseling program is offered. Participants take one of several career interest inventories which are sent off to be computer scored. Students later receive the results and discuss them with a counselor at the second session three weeks later. The counselor discusses values, work attitudes, interests, skills training, how to write resumes, and other matters of interest with the students who participate. As a follow-up, personal appointments are available to students who request them.

For More Information

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Cross References Mini-course, Career Inventory, Assessment Instruments, Career Awareness

Cross References

Cross References

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